



**NINESTILES**  
AN ACADEMY

# **Exam Handbook Guidelines for Students and Parents/Carers 2019-2020**

**Centre Number 20119**

Produced/reviewed by	
Exam Officer	
Date of next review	September 2020

## Introduction

Ninestiles, An Academy is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place and are made aware of the required JCQ instructions and information for candidates. The school's aim is to make the experience as stress free and successful as possible for all candidates.

The purpose of this handbook is to ensure that candidates are provided with all relevant information about their exams and assessments in advance and to answer any questions candidates may have. **Please read it carefully, so that you are aware of the examination procedures and regulations.**

The Awarding Bodies (sometimes referred to as Exam Boards) set down strict criteria for the conduct of examinations which must be followed precisely. **Students should therefore pay particular attention to the JCQ Notices at the end of this booklet (Appendices). Failure to do so could result in disqualification from some or all examinations.**

*If there is anything that you do not understand, please ask. If you have any queries or need help or advice at any time before, during or after the examinations, please contact:*

- *Subject teachers*
- *Head of KS4: Ms Oliver (email: Kathryn.Oliver@ninstiles.org.uk)*
- *Head of Year 11: Ms Kaur (email: Sheran.Kaur@ninstiles.org.uk)*
- *Examinations Officer: Ms Kalis (Room 135, email: Anna.Kalis@ninstiles.org.uk)*

## Examination Regulations

JCQ Notices are included at the end of this booklet (Appendices 1-8). Students must read these carefully and note that breaking any of the rules or regulations could lead to disqualification from all subjects. Ninestiles, An Academy has a duty to report any breach of regulations to the Awarding Body concerned.

## Exam Start Times

Morning Exams – 9.15 am

Afternoon Exams – 1 pm

During exams and PPEs, on Tuesday the school day will not finish early at 2pm. Exams will finish around or after 3 pm.

- Candidates must stay in the exam room until the official finishing time of the exam.
- If candidates finish early, they should check their work and then sit still and in silence.
- Some exams may finish later than the normal school day.
- Please check the exam timetable for this information.

**Exams cannot be scheduled for another time or date**  
**Candidates are responsible for checking their timetable and arriving at school on time.**

## Absence / Illness / Lateness

School must be informed as soon as possible, and before 9am on the day of the examination, that a student will be late/absent.

**School telephone No: 0121 628 1311**

## Absence from examinations

- Students are advised to sit the exam if possible.
- If a student is absent due to an illness, supporting medical evidence is usually required. If that's not possible, a self-certification form (JCQ Form 14) can be completed to confirm the reason for absence.

## Being Unwell

If a student is unwell, school needs to be informed and a decision needs to be made about the student's fitness to sit the exam

- If the candidate is unwell, it is important to visit a doctor and get their advice on whether the candidate is well enough to sit the exams
- If possible it is advised to obtain a doctor's note, so evidence can be provided to the exam board
- If a candidate feels unwell during the exam, an invigilator must be notified, and the student will be escorted out of the exam room
- Special Consideration might be applicable, but this will be determined individually

## Being Late

If a student is running late, they may still be allowed to enter the exam room to take the exam:

- They must arrive at school and be under supervision before
  - 10 am for morning exams
  - 2.30 pm for afternoon exams
- Candidates arriving **after** 10am/2.30pm may be allowed to sit the exam at the discretion of the Principal. However, the awarding body might not accept their script for marking.
- Late candidates will be allowed the full exam time

## School Examinations – PPEs (Pre-Public Exams)

At Ninestiles, during Years 10 and 11, students sit mock exams that give them the chance to experience what it is like to sit the examination in each of their subject areas. PPEs are important as they give us an indication of students' current attainment and areas for improvement. The examination regulations apply. Students not following them may be disqualified and receive no grade for that exam.

## Coursework and Controlled assessments

Some courses include internally or externally assessed units/tasks. Depending on the subject they may need to be completed at home or at school under exam conditions. Subject teachers will give out information about these – when assessments are taking place and deadlines associated with them.

Dates for non-examined assessments are not included in the exam timetables; this information will be provided by the subject teachers and any questions should be directed to teachers.

After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Ninestiles, An Academy

*If a student feels that marking procedures have not been correctly followed, they may appeal against the marking/assessment process (see Internal Appeals Procedure on the school's website or ask for a copy from the Exams Officer).*

## Written Examinations

### Timetables

Individual timetables will be provided for each candidate. This will include dates, times, tiers and duration of exams. Candidates should carefully check their timetable and personal information as it will be shown on their certificates. If there are any mistakes (name, spelling, date of birth, exams), please speak to Examinations Officer (Ms Kalis) immediately.

### Exam Location

Exams at Ninestiles usually take place in the Hall and Gym. Peter Bennett Block is used for languages exams. Other rooms can be used when required. Please check seating lists for details.

## Contingency Day – Wednesday 24<sup>th</sup> June 2020

JCQ decided that for the Summer 2020 examination series the contingency day will be Wednesday 24<sup>th</sup> June. This means that any exam that has to be postponed due to national or local disruption would be re-arranged to take place on a day up to and including this one.

**All candidates must be available to sit their exams up to and including 24<sup>th</sup> June 2020. Exams cannot be rearranged for a different date/time. Please be mindful of that when booking holidays.**

## Examination Clash

**Examination Clash** occurs when a candidate is scheduled to sit more than one exam at the same time. Special arrangements will be made for these candidates. They will be supervised during any breaks and between exams.

- If the duration of both papers is **under 3 hours**, one paper will be taken followed immediately by the second paper. There will be a short supervised break under exam conditions.
- If the duration of both papers is **over 3 hours** in one session (am or pm), one paper can be taken in another session on the same day. In between exams the candidate will be supervised at all times. There will be no access to the internet or mobile phone. However, books and notes will be allowed to revise for the next exam.
- If a candidate is entered for 3 exams on one day and the duration of these papers is **over 5½ hours**, special arrangements will be made. This will be discussed individually with the candidate.

## Onscreen Tests

If a candidate needs to sit an onscreen test, they will be informed at least 7 days in advance of the date of the test.

## Access Arrangements

Students in possession of one of the following documents **may** be eligible for extra time or other arrangements in their exams:

- A Statement of Special Educational Needs relating to secondary education or an Education, Health and Care Plan which confirms a disability or
- A Psychological Assessment carried out by a qualified psychologist confirming a learning disability during the secondary school period or
- An assessment carried out no earlier than the start of Year 9 by a specialist assessor confirming a learning difficulty relating to secondary education

Students **may** also be eligible for extra time or other arrangements if they have:

- Behavioural, Emotional and Social Development Needs or
- Communication and Interaction Needs or
- Sensory and/or Physical Needs

Students **may** also be eligible for extra time (up to 10%) if their first language is not English and they need to make extensive reference to a bilingual dictionary.

If the SENCo feels that there is justification for an Access Arrangement an application will be made to the relevant Awarding Body and parent(s)/guardians(s)/carer(s) will be notified if the arrangement is granted.

## Special Consideration

Special consideration is a post-examination adjustment to candidate's mark or grade to reflect adverse circumstances beyond their control at the time of assessment which had a negative effect on their ability to take an assessment or demonstrate their normal level of attainment.

The allowance for Special Consideration ranges from 0% to 5%. Parents/carers and students should be aware that any adjustment is likely to be small and only at the discretion of the exam board.

*Please notify Ms Oliver, Ms Kaur or Ms Kalis if there are any circumstances that affect a candidate. Arrangements will be discussed separately in each case.*

## Equipment

All equipment is provided by school. If a candidate would like to bring their own, it needs to be in a clear pencil case. Wrist watches must be removed. Correction fluids and gel pens are not allowed.

Students may not use in their answers:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. A highlighter pen may also be used to highlight extracts in any resource material provided);
- gel pens
- blotting paper

## Using Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification

**If a candidate wants to bring their own calculator, where allowed, they must ensure that their calculator meets the JCQ regulations. Calculators cannot be on a MOBILE PHONE**

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

## Exam Room Conditions

Candidates must line up in the designated areas 15 minutes prior to the start of the exam. They will be escorted to the exam room one row at a time.

Once candidates enter any exam room they are under exam conditions and must follow invigilators' instructions at all times. Failure to do so may mean they are removed from the exam and may be prevented from sitting the exam. Candidates must not communicate with other candidates.

Mobile phones (switched off) must be handed in to an invigilator before entering the exam room. Bags and coats must be placed at the back of the room.

Exam information will be displayed at the front of the exam room and will include: day/date, centre number, subject title, paper number, start and finish times. Each desk will have desk card with candidate number. An invigilator will give the required "starting announcement" which will include the length of the paper and start and end times of the exam.

**Candidates should check that they have the correct question paper – subject, unit and tier.**

Candidates must produce legible handwriting in their exams. It is important that the required information on the front page of the answer booklet is filled in. If additional answer sheets/books are used, the front must be filled in with personal information and the number of any question answered needs to be stated. At the end of the exam, the additional sheets need to be placed inside the answer booklet.

## Supervision during exams

Exams are supervised by a team of invigilators who make sure exams are conducted according to JCQ rules and regulations. Students who need assistance during the exam, should raise their hand and wait for an invigilator to respond. Invigilators cannot discuss the examination paper or explain questions.

In case of an emergency, students must follow instructions from the invigilator. If candidates are asked to leave the examination room, they must close their question paper and answer booklets and leave them on the desk and remain silent at all times.

If the exam is disrupted or stopped for any reason, (evacuation, student being sick etc.) students will be told to stop writing and the time will be noted. Once the exam restarts, the missed time will be added to the end. A Special Consideration report will be sent to the awarding body detailing the incident.

## Seating arrangements

Seating lists are displayed on the Exam Noticeboard (outside room 135), in the Social Space and outside the Hall and the Gym. Candidates are usually seated in candidate number order.

## Food and Drink

No food (including sweets and chewing gum) is allowed in the exam room (with the exception of students with a medical condition - please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the exam room. Bottles must be clear plastic and free of any labels. No other drinks are permitted.

## Malpractice

Malpractice is the term exam boards use for any irregularity or breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant exam board. They will decide what action will be taken, such as no marks for component, no marks for the subject, disqualification from exams with certain exam board or all exam boards.

JCQ provides information regarding what constitutes malpractice:

- 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, eg. defacing script, destroying own or others work, falsification/forgery
- Introduction of unauthorised material into the examination room, eg:
  - Possession of notes, books
  - Possession of mobile phones or other electronic devices in the exam room (whether switched off or not)
- Being in possession of confidential material relating to the exam in advance of the examination
- Passing of information between students during an examination
- Copying or allowing work to be copied (including the use of technology to aid the copying)
- Collusion: working collaboratively with other candidates beyond what is permitted
- Disruptive/inappropriate behaviour in the examination room or during an assessment (including use of offensive language)
- The inclusion of inappropriate, offensive or obscene material in scripts or any form of assessment
- Passing on rumours of exam content

***Anyone found in the possession of an electronic device during the examination, even if it is switched off, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.  
NO EXCEPTIONS WILL BE MADE.***

## Results

Results for Summer 2020 are available to students on **Thursday 20<sup>th</sup> August 2020.**

If a student cannot collect results in person, they can

- authorise someone else to collect them (written consent required) or
- have them posted (a stamped addressed envelope must be brought to the Exams Officer before the end of the term).

*Staff are not permitted to release results by phone, email or to anyone without authorisation.*

## Post- Results Services

After the publication of results, awarding bodies offer a range of different services:

- Access to Scripts
- Review of Results
  - Clerical Re-Check
  - Review of Marking
  - Review of Moderation

All post-results services should first be discussed with the relevant subject teacher, who will advise on the viability of a request. If the student decides to proceed with the enquiry, a consent form needs to be completed, signed and returned within a set deadline. By signing the consent form the student confirms that they understand the consequence of enquiry about the result – marks/grades can be raised, confirmed or lowered.

If a fee has to be paid, the consent form and payment (exact cash) must be handed in to school before the enquiry is processed. The Awarding Body will not charge if the outcome of the review is a change of grade, in which case the fee will be refunded. All deadlines and fees will be published on the school's website in July.

## Certificates

Certificates for the Summer 2020 Series examinations will be received in school by the end of November 2020. A letter will be sent out in November notifying leavers when certificates are ready to collect.

Certificates can be collected in person or by someone who has been given an authority letter from the student.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or fail to collect their certificates will need to obtain duplicates from the relevant Awarding Body – the current charge is in the region of £50 per certificate.

**Uncollected certificates will be retained by school only for 12 months to conform to GDPR rules.**

## JCQ Warning to candidates Poster



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

**Effective from 1 September 2014**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**

## JCQ Information to Candidates – Coursework



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates – coursework assessments**

**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, pg.29).

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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 5 February 2019.

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.**

## JCQ Information for candidates – non-examination assessments



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

### **Information for candidates: non-examination assessments**

**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 these 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. 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 on-line 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.

## JCQ Information for candidates – on-screen tests



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**  
**For on-screen tests – effective from 1 September 2019**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: a) notes; b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  Unless you are told otherwise, you <b>must not</b> have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.  <b>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.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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 formulas; 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.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
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.
<b>E</b>	<b>Advice and assistance</b>
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.
<b>F</b>	<b>At the end of the on-screen test</b>
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.

## JCQ Information for candidates – written exams



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates  
For written examinations – effective from 1 September 2019**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  <b>Any pencil cases taken into the exam room must be see-through.</b>  <b>Remember:</b> 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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 <b>must</b> 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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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 formulas; d) <b>do not bring into the exam room any operating instructions or prepared programs.</b>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 for rough work.
<b>E</b>	<b>Advice and assistance</b>
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.
<b>F</b>	<b>At the end of the exam</b>
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.

## JCQ Information for candidates – Privacy Notice



### 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://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.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).

## JCQ Information for candidates – social media



**Information for candidates  
Using social media and examinations/assessments**



**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.



### You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### 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-official-information-for-candidates-documents>



## Rules and regulations - Summary

Many rules that students need to adhere to are determined by JCQ. Failure to follow these rules could result in a student's paper being disqualified.

- Students must be silent and face the front at all times when in the exam room
- Students must not turn around or attempt to communicate with any other student until they have collected their belongings and left the exam room
- Students are not allowed to leave the exam room until the official published end time.
  - It is advised to use the full time to check work and add any extra information.
- Students must follow invigilators' instructions at all times
- Mobile phones and any other electronic devices must be switched off and handed to the invigilators before entering exam room
  - It is advised to leave mobile phones and all electronic devices at home during exams
- Wrist watches must be taken off and placed on the desk.
- Smart watches are not permitted, they should be handed in with the mobile phones
- Students must check that they have been given correct exam paper
- Students are required to go to their assigned seat and check that the candidate card on the desk is correct
- Bags, books or notes are not allowed at the examination desk
  - Pockets must be empty
  - Bags, jackets and coats should be placed at the back of the room
  - Blazers may be temporarily placed at the back of the chair – pockets must be empty
  - The School can take no responsibility for valuables left in bags
- If assistance is needed from an invigilator, a hand needs to be raised to attract their attention. (Invigilators are not able to help with the content of the exam paper)
- Water can be taken into the exam but must be in a clear bottle with the label removed
- No food is permitted in the exam room (including gum and sweets)
- If students bring their own equipment, it must be in a clear pencil case (and calculator lids must be removed)
- School uniform must be worn
- Inappropriate or disruptive behaviour will not be tolerated. Disruptive students may be removed.
  - Instances of disruptions and/or attempts to communicate with other students will be recorded by invigilators and reported to the exam boards,
  - penalties may be applied by the exam boards who are very strict about breaking the rules.

## Prohibited Items

The following items must not be brought into any exam room:

- Mobile telephones, pagers or other communication devices
- Smart watch or wrist watch with a storage device/internet access
- Non-transparent pencil cases
- Calculator cases and instruction books
- Personal stereos, including MP3/4 players
- Books, notes, letters, diaries or other printed material
- Food and drink
- Tippex, correction pens, gel pens.

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## Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Ms Kalis (Exams Officer) by 30<sup>th</sup> April 2020.

If there is anything you do not understand, you should ask Ms Kalis for clarification.



### Candidate exam handbook

**NAME:** \_\_\_\_\_

**Form Tutor:** \_\_\_\_\_

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments

**I have read and understand the 2019-2020 JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework  
 Non-examination assessments  
 On-screen tests  
 Privacy Notice  
 Social media  
 Written exams

**By signing here, I am confirming all of the above**

**Candidate Signature:** \_\_\_\_\_

Date of signature: DD / MM / YYYY

**Parent/Carer Signature:** \_\_\_\_\_

Date of signature: DD / MM / YYYY