



WEST BROMWICH
COLLEGIATE ACADEMY

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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Introduction

West Bromwich Collegiate Academy is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To support and complement candidate briefings and assemblies.
- To inform candidates about malpractice in examinations and 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 or assessments being taken.
- To ensure copies of relevant JCQ Information for Candidates documents and exam room posters are provided in advance of any exams or assessments being taken.
- To answer any questions candidates may have.
- To let candidates know where to find any exams-related policies and 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 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.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

and/or non-examination assessments and coursework, as example:

Research and using references.

...Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

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

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 found in this Candidate Handbook.**

Copyright

- The copyright of any form of 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

- Relevant JCQ Information for Candidates documents - coursework, non-examination assessments, social media can be found in this Candidate Handbook
- Written exams timetables have been handed out to all Y11 students in Form Time at the start of the academic year. Additional copies are available from Mrs McQueen in the Exams Office.
- You will receive your exam entries and timetables before the Easter Holidays

Some of the Non-Examination Assessments taking place are listed below, however, your subject teachers will give you a complete schedule of when assessments will happen for the subjects you have chosen.

Autumn Term

Year 10

- Component 1 – BTEC Music
- Unit R094 – Cambridge National Creative iMedia
- Art – Personal Portfolio (to complete by Autumn 2024)

Year 11

- Unit R033 – Cambridge National Health & Social Care
- Component 1 – BTEC Music
- Component 2 – BTEC Music
- Unit R094 – Cambridge National Creative iMedia
- Component 2 - Design & Technology
- Art – Personal Portfolio

Spring Term

Year 11

- GCSE PE – Analysis and Evaluation of Performance
- Art – Externally Set Assignment

Summer Term

Year 10 & Year 11 (from 2nd April)

- Languages – Speaking Exams (German and Home Languages)

Year 10

- Unit 1 - Eduqas Tech Award Drama
- Component 2 – BTEC Music
- Unit R033 - Cambridge National Health & Social Care
- English Language – Speaking and Listening

Year 11

- Unit 1 - Eduqas Tech Award Drama
- Unit R035 - Cambridge National Health & Social Care
- Your subject teacher will inform you of the deadline for each NEA/Coursework you are completing. Please ensure that you attend all sessions and that you meet this deadline.
- After marking and moderation, you will be informed of your NEA/Coursework marks before submission to the Awarding bodies.

Written timetabled exams

- You will be given your statement of entry as soon as the entries are complete (after February half-term). You must check that your personal details and exam entries are correct.
- If these are incorrect, please contact Mrs McQueen immediately.
- Candidate exam timetable will be available to candidates before the Easter break.
- *The JCQ Information for Candidates Documents – written examinations, social media* are available in this Candidate Handbook.
- *Exam room posters – Warning to candidates, Unauthorised items* are available in this Candidate Handbook.

Contingency sessions - Summer 2024

The awarding bodies have designated **Wednesday 26 June 2024** as the 'contingency day' for examinations. The **afternoons of Thursday 06 June** and **Thursday 13 June** have been designated as 'contingency afternoons' for examinations. If, for any reason, an examination has to be rescheduled, these contingency days can be used for exams. You must make sure that you are available on these days, just in case.

Mock exams

The following mock exam seasons will take place during this academic year:

Year 11

- 6th November to 17th November
- 11th March to 23rd March

Year 10

- 20th November to 1st December
- 24th June to 5th July

These mock exams will follow the same rules and regulations as the official exams. Your mock timetables will be given to you prior to each exam season.

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

Please speak to Mrs McQueen in the Exams office. Arrangements will be made for a clash according to JCQ Regulations and you will be informed prior to your exams what these are.

Where you will take your exams

Most of the students will take their exams in the Sports Hall. If you have Access Arrangements, you may be in a different room with a small group. You will be informed prior to your exams where you will take your exams.

What time your exams will start and finish

- All morning exams start at 9:00am.
- All afternoon exams start at 1:30pm.
- You are expected to be in the exam room until the end of the exam.

Supervision during your exams

- Exams are supervised by a team of Invigilators employed by the Academy.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and internal policies and procedures.

Exam room conditions

- You must line up outside of the exam room and will be invited by the Invigilators and Exams Officer to enter the room.
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator.
- You must listen to and follow the instructions of the Invigilator at all times in the exam room.
- You must not communicate with or disturb other candidates.
- The following information will be displayed in the exam room (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)
- You must complete the front of the exam paper only when you are instructed to do so by the Invigilators.
- Additional answer sheets/answer books, etc., will be provided upon request by the Invigilators.
- You must not open the question paper until the examination begins.

Where you will sit in the exam room

- You can find your seat on your Exams timetable and also on the room plans displayed outside the Sports Hall
- The rows of seats in the Sports Hall are labelled with a grid reference (e.g. Row A seat 14)
- There will be a candidate desk card with your details on your allocated desk.
- You must not change seats unless instructed by the Exams Officer.

How your identity is confirmed in the exam room

Your identity is confirmed by the Invigilators by using the picture desk cards on your desks. If there isn't a picture available for you on the system, a member of SLT will confirm your identity.

What equipment you need to bring to your exams

- You must have your black pens, pencils, mathematical equipment and calculator (if allowed) for each of your exams.
- Only bring the materials you have been advised by your teachers for each exam.
- Any unauthorised items will be considered malpractice and will be reported to the Awarding bodies.
- We have a limited supply of equipment that we can provide you with, therefore it is essential that you bring yours to each exam.

Using calculators

In the JCQ guidance, a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

The following rules are from the JCQ guidance for conducting examinations:

- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;

- symbolic differentiation or integration;
- communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.
- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- An invigilator may give a candidate a replacement calculator.
- Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination

What you should not bring into the exam room

- You must not bring into the exam room any unauthorised materials such as mobile phones, smart watches, internet enabled devices, books, personal belongings, notes etc.
- If you are in possession of any unauthorised materials, even if you do not use them, you will be reported to the awarding body and could be disqualified from the exam.

Food and drink in exam rooms

- Food is not allowed in the examination room unless you have a medical condition. Ms Hill will advise which students need access to food during the exams. If you are allowed to bring in food for medical reasons, this must be in a clear container with no packaging.
- You can bring in water, however, this must be in a clear bottle with labels removed and no inscriptions.

What you should wear for your exams

You are expected to wear full Academy uniform for all your exams; apart from the practical PE exam, when you will wear the Academy PE kit.

Where your personal belongings will be stored during your exam

You will be informed prior to the exam where your belonging will be stored for the duration (e.g. Theatre, Immersive room etc.)

What to do if you arrive late for your exam

- Sign in at Reception and inform the Office that you are late for an exam.
- You will be escorted to take your belongings to the designated space and will be escorted to the exam room.
- Before entering the exam room, an Invigilator will read you the Invigilator instructions and ensure that you have all the equipment you need for your exam.

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

- Your parent/carer must follow the Academy procedure for Absence Reporting AND
- An email should be sent to exams@wbca.shirelandcat.net so that the Exams Officer is aware of your absence and the reasons for it.
- If you are unwell but manage to attend the exam, please inform Mrs McQueen before the exam or immediately after so that Special Considerations might be applied for

- If you become unwell during the exam, please inform the Invigilator who will be able to contact First Aid for assistance.
- If possible, obtain medical evidence to support the application for Special Considerations.

Please note that your exams cannot be deferred to a different date due to absence/illness as these are national exams. You must attend all exams unless you are seriously ill.

What happens if you have an unauthorised absence from your exam

Our Academy's **Candidate Absence Policy** states the following:

A candidate will be considered absent from an examination if:

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination.

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible, arrangements will be made to ensure their immediate arrival.

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker.
- The candidate absence is noted on the seating plan by crossing through the candidate details.

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

- Follow the Invigilator's instructions.
- **Remain under exam conditions at all times.**

Candidates with Access Arrangements/reasonable adjustments

- If you have been approved for Access Arrangements, Ms Hill will inform you of what these are.
- Unless otherwise required, you will be seated in the main Sports Hall.
- If you are in a small group or require separate invigilation, you will be informed of where your exams are taking place prior to your exams.

Results

- Your provisional results will be available on the 22nd August 2024.
- Results will only be available as a hard paper copy.
- You can collect your results from 9:00am.
- We will send you a letter to inform you of the Senior Leader's availability for results.
- If you cannot attend to collect your results, a written request must be submitted to Mrs McQueen before the end of the Summer term with details of the name of the person collecting your results. They will need to bring photo ID in order for the results to be released to them. This request must be emailed from your school email account to exams@wbca.shirelandcat.net
- Uncollected provisional statements of results will be posted to your home address at 2pm on Results Day.

Post-results services

Our Academy's **Access to Scripts, Review of Results and Appeals procedure** states:

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services currently available are detailed below.

- Access to Scripts (ATS):
- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

- **Reviews of Results (RoRs):**
 - Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
 - Service 2 (Review of marking)
 - Service 3 (Review of moderation) - This service is not available to an individual candidate

Appeals

The appeals process is available after receiving the outcome of a review of results.

The purpose of these procedures is to confirm how West Bromwich Collegiate Academy deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in compliance with JCQ regulations (GR 5.13).

Details of these procedures are made widely available and accessible to all candidates by:

- Exams Information assemblies prior to the exams season
- Information on the Student Portal published before the exam season
- Letters to students prior to Results Days

At West Bromwich Collegiate Academy:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results.
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking.
- Candidates are made aware/informed by
 - Exams Information assemblies prior to the exams season.
 - Information on the Student Portal published before the exam season.
 - Letters to students prior to Results days.
- Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Mrs R McQueen and Mrs M Henderson.

Dealing with requests

All post-results service requests from internal candidates must be made through the exam centre which is WBCA.

At West Bromwich Collegiate Academy, the process to request a service is:

- By completing a request, consent and payment form to request a Review of Marking (RoM) service and/or an Access to Scripts (ATS) service - available from the Exams Officer

Candidate consent

- Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13)

West Bromwich Collegiate Academy will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical re-check, a review of marking or an access to scripts service is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results
- Retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal.
- Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months (PRS 6.2)

Submitting requests

West Bromwich Collegiate Academy will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication Post-results services (GR 5.13)
- Submit requests for appeals in accordance with the JCQ publication A guide to the awarding bodies' appeals processes (GR 5.13)
- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

Dealing with outcomes

West Bromwich Collegiate Academy will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)
- Candidates will be notified by being emailed a copy of the outcome from the Awarding body

Managing disputes

At West Bromwich Collegiate Academy any dispute/disagreement will be managed:

- In accordance with the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Certificates

- Your exam certificates will be available from 1st December 2024.
- You must collect your certificate from the Academy during term time after 1st December, between 10am and 2pm.
- You must sign for your certificates when you collect them.
- If you are unable to collect, you can make a request in writing for a third party to collect them on your behalf. They will have to bring a photo ID and sign for the certificates.
- Certificates will be kept for 12 months from the start of collection period (until 1st December 2025). Uncollected certificates will be returned to the awarding bodies and you will have to request a replacement directly from them. A fee of around £50/certificate will be charged by each awarding body. We encourage you to collect your certificates as soon as they become available and make a copy or an electronic copy that you can keep safe.

Internal appeals procedure

Our Academy's **Internal Appeals Procedure** can be found on the school website.

Complaints policy

Our Academy's **Complaints Policy** (Exams) can be found on the school website.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.



Information for candidates

Non-examination assessments

Effective from 1 September 2023

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 or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.



Information for candidates

Written examinations

With effect from 1 September 2023

**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, a watch, AirPods or earphones/earbuds.

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. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.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.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.




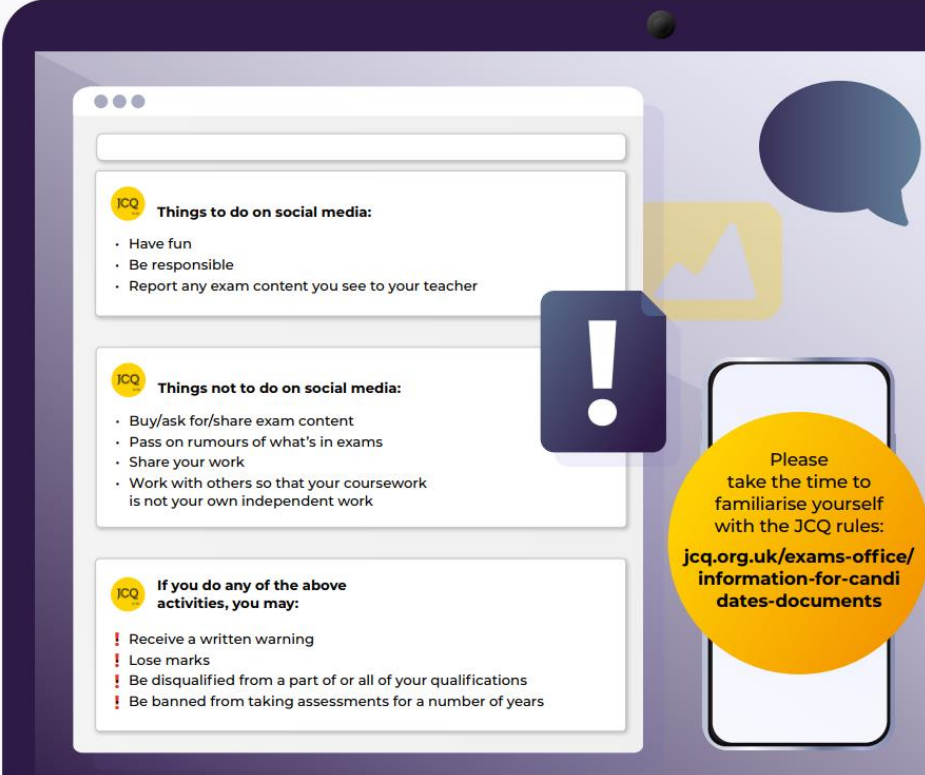
Information for candidates

Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers





Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

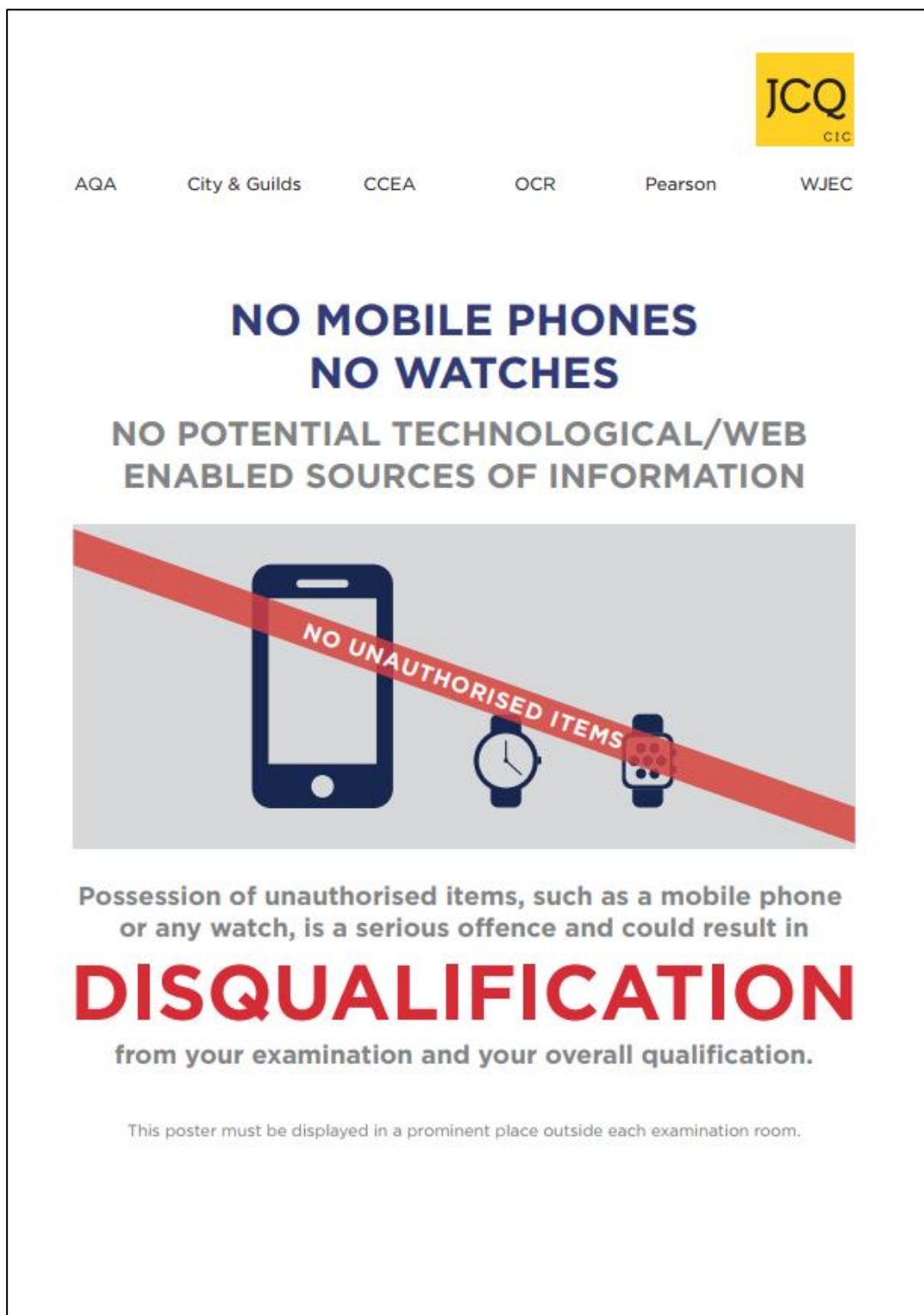
- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

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

[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “*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.*”



The poster features the JCQ logo in the top right corner. Below it, a horizontal line lists the following exam boards: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main message is displayed in large, bold, blue capital letters: "NO MOBILE PHONES" and "NO WATCHES". Below this, in smaller grey capital letters, it reads "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". A central graphic shows a blue mobile phone, a black analog watch, and a blue smartwatch, all crossed out by a thick red diagonal line. The text "NO UNAUTHORISED ITEMS" is written in white along this red line. Below the graphic, the text states: "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." The word "DISQUALIFICATION" is in large, bold, red capital letters. At the bottom, a small grey note says: "This poster must be displayed in a prominent place outside each examination room."

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



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.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

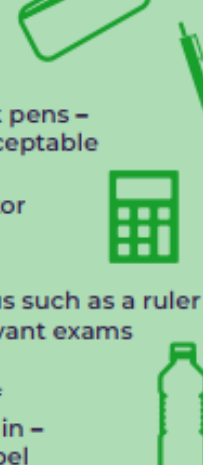
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents