



# Candidate exam handbook

## Summer 2022

This handbook is reviewed and updated annually

Produced/reviewed by	
Examinations Office	
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## Introduction

Mark Rutherford 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.

## Purpose of the candidate exam handbook

- 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.

## Malpractice

To ensure candidates are aware of what malpractice is and the possible consequences.

- 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

The awarding body will complete a thorough investigation which may result in penalties more information can be found on the JCQ website(link below)

[www.jcq.org.uk/exams-office/malpractice/](http://www.jcq.org.uk/exams-office/malpractice/)

## Social Media

Information for candidates – Social media. Candidates should be aware 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;
- not telling exam boards or your school/college about exam information being shared.

JCQ Information for candidates – Social Media on Appendix 3 also available via this link [www.jcq.org.uk/exams-office/information-for-candidates-documents/](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/)

## 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** on Appendix 2 also available via link [www.jcq.org.uk/exams-office/information-for-candidates-documents/](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/)

## 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.

## Written timetabled exams

- Candidate statement of entry: candidates should check that personal details and examination entries are correct. If any information is incorrect candidates should email [exams@mrus.co.uk](mailto:exams@mrus.co.uk) upon receipt of their statement of entry.
- The JCQ **Information for candidates – Written examination & Social media**. Candidates must familiarise themselves with these documents prior to completing external examinations. Appendix 1 & 3 or via link below.  
[www.jcq.org.uk/exams-office/information-for-candidates-documents/](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/)
- JCQ Exam room posters- **Warning to candidates and Unauthorised items**. Candidates must familiarise themselves with these posters prior to completing external examinations. Appendix 4 & 5 or via link below  
[www.jcq.org.uk/exams-office/exam-room-posters/](http://www.jcq.org.uk/exams-office/exam-room-posters/)

## Notice of Exam Contingency Day

### Wednesday 29th June 2022

- The qualification regulators, JCQ and government departments responsible for education have jointly agreed that an Exam contingency day is introduced in the event of national or local disruption to the examinations system affecting a significant number of candidates.
- The Exam Boards have designated Wednesday 29th June 2022 as the contingency day for summer 2022. All candidates must therefore remain available to sit their examinations up to and including Wednesday 29th June 2022 should an exam board need to invoke its contingency plan.

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

- A timetable clash occurs when two or more exam papers are timetabled at the same time. The following do not constitute a timetable clash, and we are not permitted to vary the timetable if a timetabled examination clashes with any of the following:
  - work experience;
  - a school function or closure;
  - field trip;
  - sporting events below international level;

- holidays and weddings;
- a candidate's personal arrangements;
- If a candidate is taking two or more examinations in a session and the total time is three hours or less, the candidate's examinations will be completed in succession. The candidate will receive a short supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times\*. Therefore candidates cannot revise or access their personal belongings.
- If a candidate is taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks, it is permitted to conduct an examination in a later or earlier session within the same day.

However, the security of the examination must still be maintained. Centres must supervise candidates in line with the requirements made by JCQ.

The candidate(s) must not: a) be in possession of an electronic communication/storage device or have access to the internet; b) have contact with any candidate who has sat the examination.

Candidates may revise using their own notes whilst under centre supervision between examinations.

- Candidates will be able to identify if they have an examination clash when they receive their entry timetable. The examinations will be scheduled in accordance with the above guidance and arrangements will be shown on their seating timetable.
- Candidates who require supervision between morning and afternoon examinations are required to bring a drink and packed lunch for their break as they will be unable to access the canteen. Candidates should also bring any notes they intend to refer to during the period of supervision. Candidates will be supervised by a member of the invigilation team.

### **Where you will take your exams**

- Candidates in the Summer Series will complete their examinations in hall or classroom.
- Candidates will receive an examination timetable confirming seating arrangements

### **What time your exams will start and finish**

- External morning examinations start at 9am and afternoon examinations start at 1.30pm.
- Candidates are expected to arrive at their examinations room, a minimum of 15 minutes prior to the examination start time.

### **How your identity is confirmed in the exam room**

- Invigilators must establish the identity of all candidates completing examinations. Candidates must sit at the desk that has been allocated to them and ensure that the desk card on the desk identifies them. Invigilators are able to access an exam candidate record sheet for the purpose of confirming a candidate's identity.

- Candidates should check the desk card on the desk they are seated at contains their name and exam number and advise an invigilator if this isn't the case as they may be seated at the wrong desk.

### Supervision during your exams

- Exams are supervised by a team of invigilators under the management of the Exams Office.
- All Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- All Invigilators must have received up to date training of the rules and regulations in order to supervise candidates
- Should an Invigilator have a relative taking the exam, they will only invigilate in another room to that of the candidate.
- The wearing of face masks is optional for both Candidates & Invigilators.
- Candidates are expected to stay for the duration of their examination without exception. Requests for candidates to leave an examination early will not be granted.

### Exam room conditions

- **All candidates are under formal exam conditions from the moment they enter the room until the point at which they have left the room having been given permission to leave by the invigilator. Candidates must therefore not talk or attempt to communicate with or disturb other candidates once they have entered the room.**
- **All candidates must listen to and follow the instructions of the invigilator at all times in the exam room.**
- Invigilators will direct candidates where their bag/coat should be placed.
- **Candidates must bring with them all the equipment they require to complete the exam.** Candidates should remove all equipment they need from their bag prior to taking their seat. Only see-through pencil cases are permitted at your exam desk.
- **Candidates must place unauthorised items such as Mobile phones, watches in the named pouch on their desk.** These will be collected during the invigilator announcement and will be returned to them at the end of the exam by exams office staff.
- The following information is displayed in the exam room: centre number 15125, subject title, paper number, the actual starting and finishing times and date of each exam.
- Candidates may not complete the front of their question paper until they are instructed to do so by the Invigilator. They must use a first name and surname that matches their entry information (i.e. legal forename/surname, exam number etc.).
- Candidates may not make any notes on the front of the paper or elsewhere whilst waiting for the examination to start.
- Candidates may not open their exam paper or resources provided until they are instructed that they may start the examination.
- If candidates use additional answer sheets/answer books all relevant details must be completed legal forename/surname, exam number, and centre number 15125.

### What you should not bring into the exam room

All candidates must be familiar with the **Information for candidates –Written exams**. Which is Appendix 1 in this handbook or can be viewed via link below

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

Point 4 outlines what is classified as unauthorised materials

*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.*

#### **JCQ information regarding unauthorised materials.**

- Candidates must either leave at home or hand in all potential technological/web sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device.  
In addition watches are not permitted and regarded as unauthorised materials. These items should be placed in the desk pouch which will be collected by an invigilator before the exam starts. It is not permitted for these items to be left in a candidate's bag in the examination room as this would still constitute malpractice.
- Candidates should not be in possession of any notes. These should be left at home or in their bag. Candidates should thoroughly check their pockets prior to entering the examinations room. If a candidate realises they have notes in their possession once they have taken their seat they should place them in their desk pouch or raise their hand to gain an invigilators attention.

#### **What will happen if the regulations are breached?**

- If a candidate is found to have unauthorised materials in their possession this will be reported to the awarding body. Mark Rutherford will follow the JCQ guidance for reporting suspected malpractice. The awarding body will complete a thorough investigation which may result in the following sanctions: the candidate receiving a warning, loss of marks or loss of aggregation or certification opportunity, further details are shown in appendix 6 of JCQ guidance document, link below.  
[www.jcq.org.uk/exams-office/malpractice/](http://www.jcq.org.uk/exams-office/malpractice/)

### What you should wear for your exams

- The school uniform dress code must be adhered to.
- No candidates are permitted to wear a coat/outdoor jacket whilst completing an examination

### Food and drink in exam rooms

- Candidates may bring a clear water bottle with label removed containing only water. Bottles showing branding or measurements are not permitted eg Nike or ml gauge.
- Food is not allowed in an exam or assessment unless the candidate has a medical need.



## Where your personal belongings will be stored during your exam

- Candidates will be directed by the Invigilators at the exam room where to put their bag containing their personal belongings during the exam.
- Unauthorised materials must be handed in to the invigilator as previously advised

## What equipment you need to bring to your exams

- **Candidates must** attend each exam with all the equipment they require in a clear pencil case (list below).
  - Black pen (plus spare)
  - Pencil(plus spare)
  - Eraser
  - Ruler
  - Highlighter
  - Protractor
  - Pair of Compasses
  - Calculator with lid removed
  - Colouring Pencils if subject requires
- Mathematical equipment tins such as the one shown above are not permitted: Equipment must be in a clear pencil case.
- A clear water bottle with label removed containing only water. Bottles showing branding or measurements are not permitted eg Nike or ml gauge.



## Using calculators

### Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

#### Calculators must be:

- 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 formulae.

#### Calculators must not:

- be designed or adapted to offer any of these facilities:
  - 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:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

#### The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.



### Candidates using Scientific Calculators

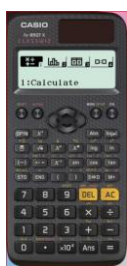
- Where the use of calculators is allowed, candidates are responsible for making sure that their calculator meets the regulations
- For GCSE and Core Maths candidates, MRS recommends use of the Casio FX83-GTX  
It is the candidates responsibility to ensure the memory is cleared before the start of the exam

The memory can be cleared by pressing: SHIFT CLR (9) to access the reset menu, then press 3 = AC

- A level Pure Maths and Further Maths students are recommended to use the Casio FX –CG50

The candidate must ensure that this calculator is put in UK exam mode before the start of the exam, this is the candidates responsibility

To put the calculator into UK Exam mode: Turn calculator OFF – press and hold keys UK (1 '), continue to hold down UK key and then press AC/on button. Screen states “exam mode 2”, click Yes then press F1 followed by F2 to continue to UK exam mode. The screen will then show a Magenta coloured border.



CASIO FX83-GTX



CASIO FX-CG50

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

If a candidate is unwell on an exam day please contact the examinations office. Please contact us as soon as possible to allow us to provide advice of the options available to the candidate.

#### What you would expect the candidate or parent/carer to do if the candidate is unwell and unable to attend an exam

- If a candidate is unwell on an exam day please contact the examinations office. Please contact us as soon as possible to allow us to provide advice regarding options available to the candidate. The examinations office direct number is 01234 290235. When leaving an answer phone message, please speak clearly leaving a contact number on which you will be available.

#### What to do if a candidate is unwell but manages to attend the exam

- If a candidate is unwell on exam day but able to complete the examination we may be able to make an application for special consideration on their behalf. In order to make the application to the examination board we will need supporting information such as self-certification form, evidence of medication prescribed( this can be a photo copy of the medication box as the patient label will include the date prescribed to whom and its dosage). If the illness required treatment as a hospital out/in patient please provide copies of correspondence from the hospital.

**What to do if the candidate feels unwell during the exam**

- If a candidate is feeling unwell during the examination, the candidate should raise their hand to get an invigilator's attention. They should make the invigilator aware that they feel unwell, the nature of the illness and if they require access to a toilet (candidates must be appropriately chaperoned whilst accessing the toilet). Invigilators can access water bottles or tissues should candidates require them. The candidate may be offered a supervised rest break if it is appropriate. The invigilator will contact the exam office or a first aider should the candidate require further assistance.

**Provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason**

- If a candidate's is absent from an exam for medical reasons or completed an examination but was unwell at the time, an application for special consideration may be made. Awarding bodies require supporting evidence to be available for applications for special consideration. The supporting evidence may include some or all of the following, self-certification form, evidence of medication prescribed( this can be a photo copy of the medication box as the patient label will include the date prescribed to whom and its dosage). If the illness required treatment as a hospital out/in patient please provide copies of correspondence from the hospital.
- Parent/Carers and students must complete the Self Certification form (available by request to Exams office) and return this to the Exams Office promptly in order that an application can be considered.

**Covid related absence**

If a candidate has Covid related symptoms or has tested positive they will be required to follow the UKHSA guidance. Please contact the Exams office by calling 01234 290235 or emailing [exams@mrus.co.uk](mailto:exams@mrus.co.uk) as soon as possible to allow us to provide advice of the options available to you.

The Joint Council has provide additional guidance to centres regarding Covid related absence extracts of which are include below. The full document is available on the JCQ website here

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

**Special consideration when a candidate is absent for an acceptable reason.**

- A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason. This includes candidates who are displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.
- Where a candidate still wishes to attend an examination, despite having symptoms (e.g. a high temperature) or a positive COVID-19 test the centre should encourage the candidate to follow the UKHSA's guidance.

**Evidencing candidates' eligibility for special consideration**

- The JCQ awarding bodies have adapted Form 14 -JCQ/ME - Self-certification for candidates who have missed an examination to assist centres in dealing with candidates who are absent from an examination for an acceptable reason in line

with the UKHSA guidance. Centres will expect parents/carers/guardians and candidates to complete the relevant sections of the form.

- Centres can verify the candidate's circumstances, where provided in Form 14, to process an application for special consideration using the category 'absent candidate'. There is no requirement for a candidate to complete a COVID-19 test to provide evidence of their absence from an examination

### **Examples of possible scenarios:**

#### **Example 1**

An A-level candidate who is 18 is unwell and has a high temperature on the day of one of their A-level examinations.

- The centre advises the candidate to stay at home and not attend their examinations until he no longer has a high temperature and is well enough to attend his examinations.
- The centre asks the candidate to self-certify their illness using Form 14.
- The centre submits an online application for special consideration for each of the missed A-level examinations to the relevant awarding bodies using the category 'absent candidate'.
- As the candidate's examinations have been spaced by at least 10 days he will be able to receive A-level grades based on the other components completed.

#### **Example 2**

An A-level candidate who is 19 is displaying symptoms of a respiratory infection, such as COVID-19, and has a high temperature or does not feel well enough to attend their examination.

- The centre advises the candidate to stay at home and not attend their examinations, until he no longer has a high temperature (if he had one) or no longer feels unwell.
- The centre asks the candidate to self-certify their reason for absence using Form 14.
- The centre submits an online application for special consideration for each of the missed A-level examinations to the relevant awarding bodies using the category 'absent candidate'.
- As the candidate's A-level examinations have been spaced by at least 10 days in every subject, he will be able to receive A-level grades based on the other components completed.

#### **Example 3**

A candidate who is 16 has taken a COVID-19 test under the direction of a health professional or has chosen to take a COVID-19 test (against UKHSA guidance recommendations) and has a positive test result.

- The centre advises the candidate to stay at home and not attend their examinations for 3 days after the day she took the test.
- The centre asks the candidate to self-certify their reason for absence using Form 14.
- The centre does not require the candidate to provide proof of a test but could keep a record of the test, such as a photograph, as evidence if it is available.
- The centre submits an online application for special consideration for each of the missed GCSE examinations to the relevant awarding bodies using the category 'absent candidate'.

- As the candidate's GCSE examinations have been spaced by at least 10 days in every subject, she will be able to receive GCSE grades based on the other components completed

#### **What to do if you arrive late for an exam**

- The start time for External examinations is 9am in the morning and 1.30pm in the afternoon.
- Candidates are expected to arrive to the exam venue a minimum of 15 minutes prior to their examination starting.
- If a candidate is delayed due to unforeseen circumstances they must contact reception (01234 290200) as a matter of urgency.
- Please leave a contact number as this will allow Examination Office to contact you. In the interim if possible, please continue your journey to school, there are protocols set by JCQ which candidates need to follow. Please try not to panic, each season candidates are delayed for a variety of reasons in most circumstances providing the correct protocols are followed the candidate is able to complete the exam and awarded the full exam duration.

#### **What happens if you have an unauthorised absence from an exam**

- In the event that a candidate is absent from an examination and their absence is unauthorised the candidate's Parent/Carer will be invoiced the entry fee for the subject from which the candidate was absent.

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

##### **What happens if the fire alarm sounds?**

- The invigilator will advise you to stop working and remain silent. They will note on the exam notice board the time the exam was stopped.
- Candidates must remain seated and remain under exam conditions for the duration of the stoppage. No communications between candidates can occur, if a candidate requires assistance they should raise their hand to attract the invigilators attention.
- Once a decision is made by Senior Leadership whether it is necessary to evacuate the exam room the Invigilator will make an announcement.
- In the event of an evacuation all exam candidates will register on the Sports field not the Tennis Courts as they would normally. Exam conditions are still required and must be observed, students should stand in row/room order an arm width apart from candidates to the side, front and rear of them. Candidates should leave their bags and coats in the exam room. No communications between candidates can occur, if a candidate requires assistance they should raise their hand to attract the invigilators attention.

##### **What happens when the exam is restarted?**

- Candidates will be given the remaining exam duration to complete the examination. The time the exam was restarted and new finish time will be noted on the exam notice board.

**Will the awarding body be informed?**

- Special consideration will be requested for all candidates that were affected by the fire alarm.

**Special Consideration****What is special consideration?**

- This is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had a material effect on a candidate's ability to demonstrate his/her normal level of attainment in an assessment.

Full details of this policy & application form can be found at

[https://www.markrutherford.beds.sch.uk/curriculum\\_examinations.asp](https://www.markrutherford.beds.sch.uk/curriculum_examinations.asp)

**How does a candidate make an application for Special consideration?**

- The Parent/Carer and the candidate must complete and return the application form to Mark Rutherford Exams Office

**Complaints and appeals procedure****Details of our centre's complaints procedure**

- Candidates and parents/carers are able to access the centre complaints procedure on the school website, please see link below. The Complaints procedure details how to make a complaint, to whom and the relevant timescales.

<http://www.markrutherford.beds.sch.uk>

**Results**

**Summer 2022 provisional statements of results will be issued/distributed (results are 'provisional' until a certificate has been produced by the awarding body).**

- **GCE & Btec National Results - Thursday 18<sup>th</sup> August 2022**
- **GCSE & Btec Tech Award Results - Thursday 25<sup>th</sup> August 2022**

**We will write to students, parents and carers informing them of the arrangements in place on results days during the summer term.**

**If you are unable to collect your results in person, the following options are available to you.**

- If you wish any other person (including family members) to collect your results on your behalf, you must give them written authorisation and ask them to bring some form of ID on the day (authorisation to be brought to school on res).
- If you would like your results to be posted home on results day, please bring a stamped, addressed, A5 size envelope to the Exams Office before Friday 15<sup>th</sup> July 2022
- No results will be given out by telephone under any circumstances

## Post-results services

### What services are available?

- Awarding bodies offer two post results services to candidates Review of results (either clerical check and/or review of marking) and Access to script.

#### Service 1 Clerical check

- This service includes the following checks: That all parts of the script have been marked. The totalling of marking. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable. The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. Only Service 1 clerical re-check can be requested for objective tests (multiple choice tests). The target for completion is within 10 calendar days of the exam board receiving the request.

#### Service 2 Review of Marking

- This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.** This service will include the clerical re-checks detailed in Service 1 and a review of marking as described above. The target for completion is within 20 calendar days of the awarding body receiving the request.

#### ATS (Access to scripts)

- A photocopy of the candidate's original script.

#### Requests for post-results services must be made through the centre

- Requests for post results services can only be made by the centre at which the candidate's entries were made and with the candidates written consent, (informed consent via candidate email is acceptable).

#### The centre's procedures

- The internal appeals procedure outlines the centre's procedures in relation to post-results services; the procedure is available on the school website.  
[https://www.markrutherford.beds.sch.uk/curriculum\\_examinations.asp](https://www.markrutherford.beds.sch.uk/curriculum_examinations.asp)

#### How and when candidates are informed about the deadlines, fees and charges for these services

- Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams office (contact [exams@mrus.co.uk](mailto:exams@mrus.co.uk) or 01234 290235).

**JCQ Information for candidates – Written exams**

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



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

# Information for candidates

## Written examinations

With effect from 1 September 2021

Produced on behalf of:



©JCQ<sup>CIC</sup> 2021

**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.

### 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 [http://ccea.org.uk/legal/privacy\\_policy](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](http://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](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## 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




Image by Pixabay.com

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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone; students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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




Image by Ben Wright


**You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**  
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>



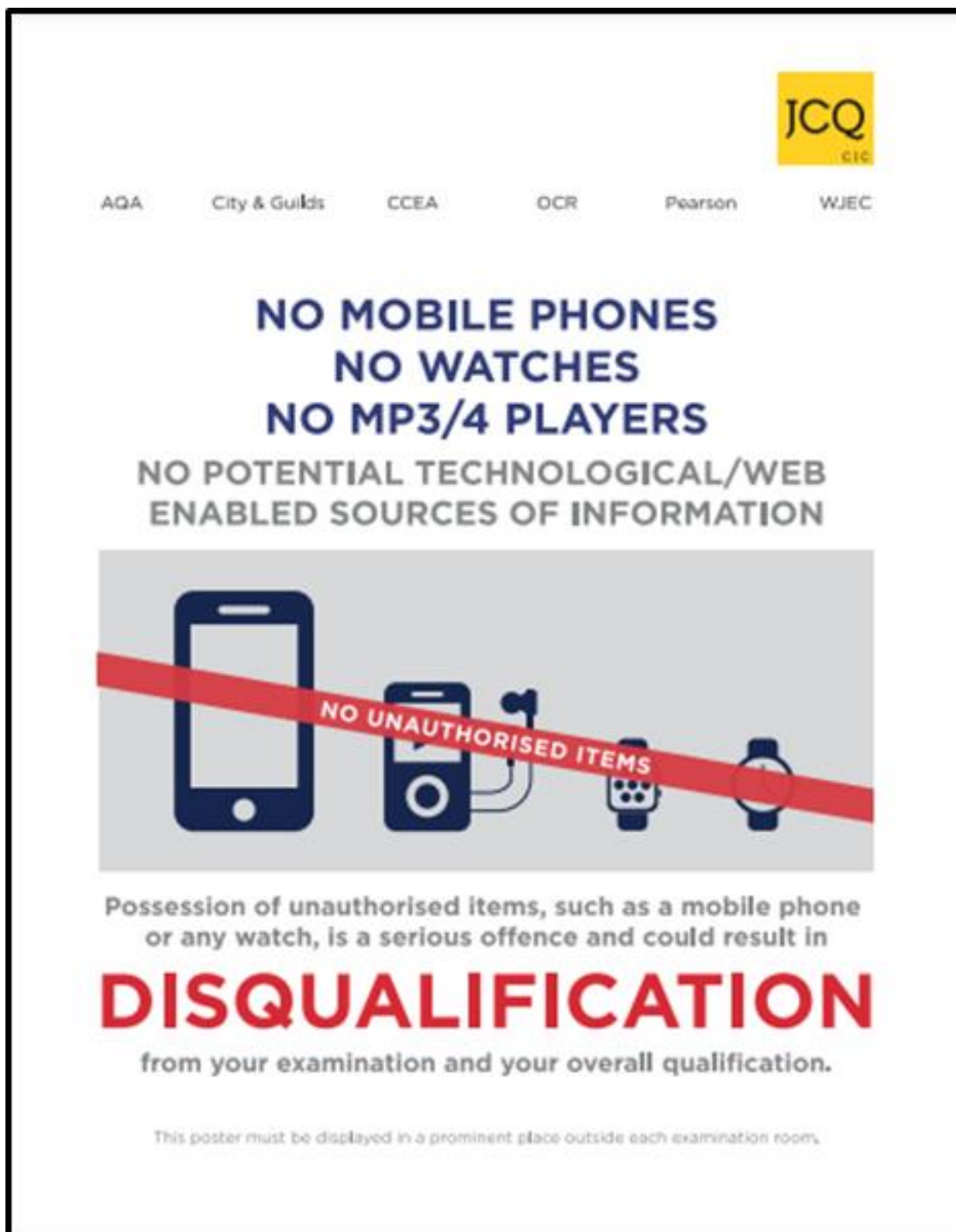
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### JCQ Unauthorised Items Poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”



### 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.

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