



Candidate exam handbook

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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/

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.
-

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.

JCQ **Information for candidates – social media** on Appendix 3 also available via this link 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/

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 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/
- 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/

Where you will take your exams

- Candidates in the November Series will complete their examinations in a 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.
- 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, AirPods, earphones/earbuds or 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/

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, Air Pods, earphones/earbuds, 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, Air Pods, earphones/earbuds, 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/

What you should wear for your exams

- The sixth form 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 Using calculators

10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 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.

10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

10.6 During an examination a calculator must not be able to offer any of these facilities:

- a) language translators;
- b) symbolic algebra manipulation;
- c) symbolic differentiation or integration;
- d) communication with other machines or the internet;

10.7 During an examination a calculator must not give access to pre-stored information. This includes:

- a) databanks;
- b) dictionaries;
- c) mathematical formulae;
- d) text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 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.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 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.

10.12 A series of FAQs on the use of calculators in examinations may be found at <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

Candidates using Scientific Calculators

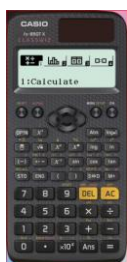
- Where the use of calculators is allowed, candidates are responsible for making sure that their calculator meets the regulations
- For GCSE and Core Maths candidates, MRS recommends use of the Casio FX83-GTX
It is the candidate's responsibility to ensure the memory is cleared before the start of the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

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

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

January 2024 provisional statements of results will be issued/distributed (results are 'provisional' until a certificate has been produced by the awarding body).

- Cambridge Technicals 14 03 2024
- Btec Nationals 20 03 2024
- Members of the senior leadership will be available in school, please contact exams@mrus.co.uk for further information.
- Results may be emailed to the candidate if this is requested in advance of results day, email request should be made by the candidate to exams@mrus.co.uk
- 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 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

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 or 01234 290235).



**Joint Council for
Qualifications** CIC

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, 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 http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

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

provided by you or your parents/guardians and/or by your school or examination centre.

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards.

Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

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

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

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

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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/sell or 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

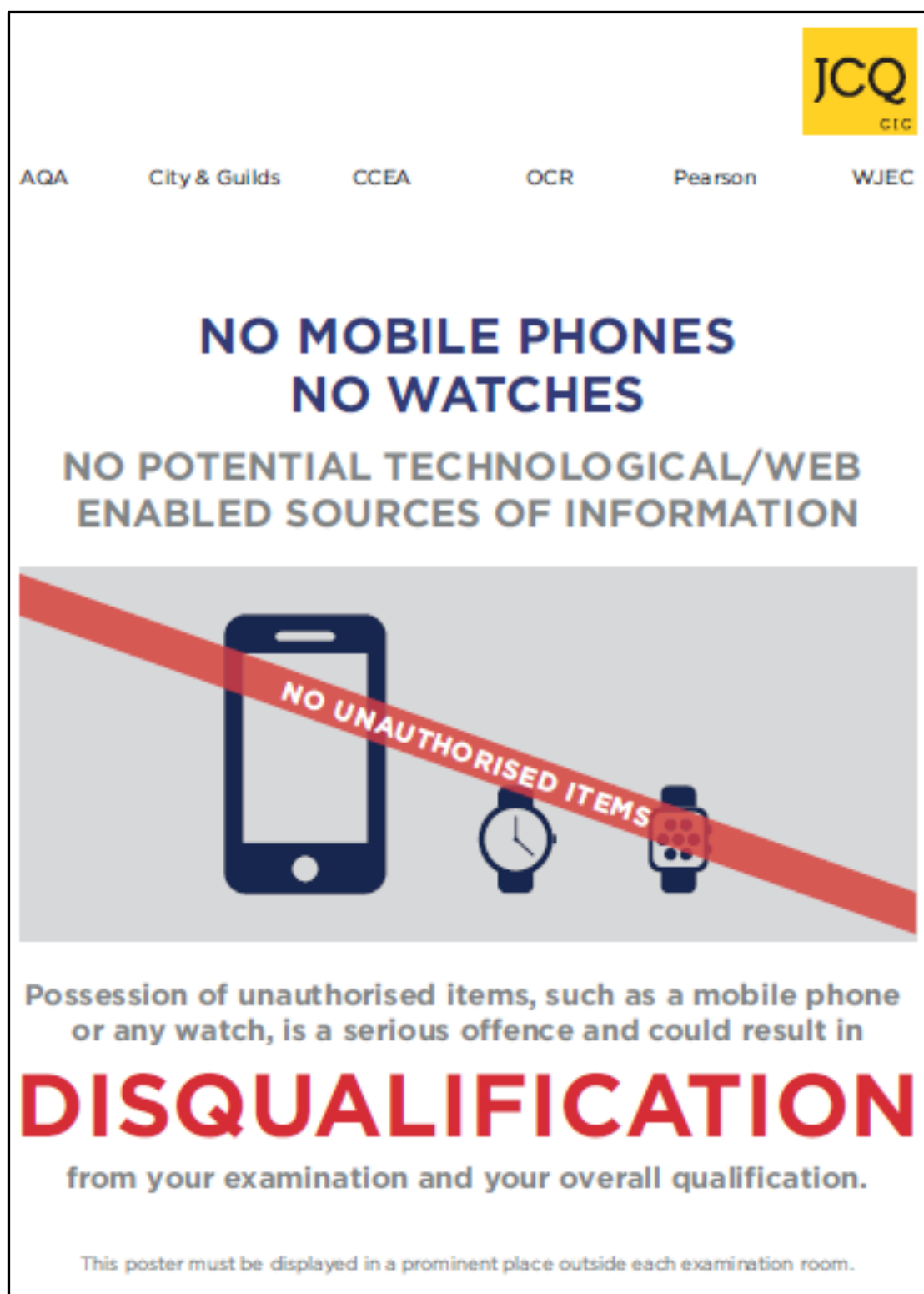
If you do any of the above activities, you may:

- ❗ 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: 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, 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.

Effective from 1 September 2022