



# **Candidate exam handbook**

## **GCE Autumn 2020**

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 constitute malpractice:

- Being in possession of confidential assessment related information in advance of the examination;
- Exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- Passing on rumours of exam content

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

- The **JCQ Information for candidates – Written examination & Social media**. Candidates must familiarise themselves with these documents prior to completing external examinations. Appendix 1 & 2 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/)

### Where you will take your exams

- Candidates in the GCE Autumn series will complete their examinations in the Main Meeting room. Candidates will receive a seating timetable advising them of their seat number for each examination.
- There are one or two candidates completing examinations please adhere to social distancing requirements your desk will be clearly named
- Candidates who receive Access Arrangements will complete their examinations in the Main Meeting room.

### What time your exams will start and finish

- External morning examinations start at 9am and afternoon examinations start at 1.15pm.
- Candidates are expected to arrive, a minimum of 10 minutes prior to the examination start time.
- You will be met outside of reception and given a face mask which must be worn unless seated at your exam desk (you may wear the face mask provided for the duration of the exam if you prefer).

### **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.
- Invigilators will wear a face mask when within one metre of candidates and may choose to wear a face mask throughout the examination
- 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.
- A one way system has been implemented to support the Covid safe functioning of the school, please follow direction from Exams staff and Invigilators as to the best route to follow.
- External candidates (candidates who are no longer studying at Mark Rutherford) must report to Main reception on arrival on site and must not visit other areas of the school site unless supervised by a member of exams office team.
- External Candidates will be met outside of reception and given a face mask which must be worn unless seated at your exam desk (you may wear the face mask provided for the duration of the exam if you prefer).
- External Candidates will be required to sign in at main reception and complete a Visitor Signing In form. Please ensure you familiarise yourself with the form (Appendix 6), you will be required to complete a form before each of your exams. Please contact [exams@mrus.co.uk](mailto:exams@mrus.co.uk) if you or a member of your household develop Covid symptoms or receive a Covid positive test with 14 days of completing an examination.
- External Candidates will be required to wear a Visitors badge and will be chaperoned by a staff member at all times.

### Exam room conditions

- Candidates will be required to maintain social distancing when entering the exam room. Hand sanitiser, desk wipes and gloves will be available.
- Candidates wishing to provide their own hand sanitiser may do so providing it is in a clear bottle without labels/writing on
- Candidates will be provided with a sealed packet of pocket tissues at the start of each exam session. Candidates are asked to dispose of any used tissue at the end of the exam (clear plastic bag provided) and take any unused tissues away with them.
- Invigilators will direct candidates where their bag/coat should be placed (this area will be named). Candidates are asked to arrive at school with minimal possessions due to the limited space available
- **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.
- Candidates must place unauthorised items such as Mobile phones, smartwatches 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.
- To ensure the room is well ventilated as per school covid guidance, windows will be open throughout the examination whatever the weather. Candidates are advised to dress appropriately and to wear layers. Dress code is smart casual (no Hoodies) and outdoor clothing will not be permitted at exam desks.
- 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.
- 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.
- In the event of a candidate requiring a supervised comfort break the disabled toilet situated in Piccadilly is the nominated rest room.

### **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/)

#### **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, a smart watch or a wrist watch which has a data storage device. 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 invigilator's 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/)

#### **Centre procedure on wrist watches in exam rooms**

When completing examinations candidates are requested to leave smart watches at home if they inadvertently wear their smart watch it must be handed in using the process outlined above.

- Candidates wearing a wrist watch other than a smart watch must remove it from their wrist and place it on their desks. It should be placed so that it is clearly visible to the invigilators.

### **What you should wear for your exams**

- The dress code is smart casual (no hoodies).
- No candidates are permitted to wear a coat/outdoor jacket whilst completing an examination
- To ensure the room is well ventilated as per school covid guidance, windows will be open throughout the examination whatever the weather. Candidates should dress appropriately for the climate for example wearing layers.



### 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 the 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**

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

## Candidates using Scientific Calculators

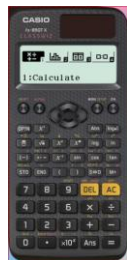
- Where the use of calculators is allowed, candidates are responsible for making sure that their calculator meets the regulations
- For GCSE and Core Maths candidates, MRS recommends use of the Casio FX83-GTX  
It is the candidates responsibility to ensure the memory is cleared before the start of the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

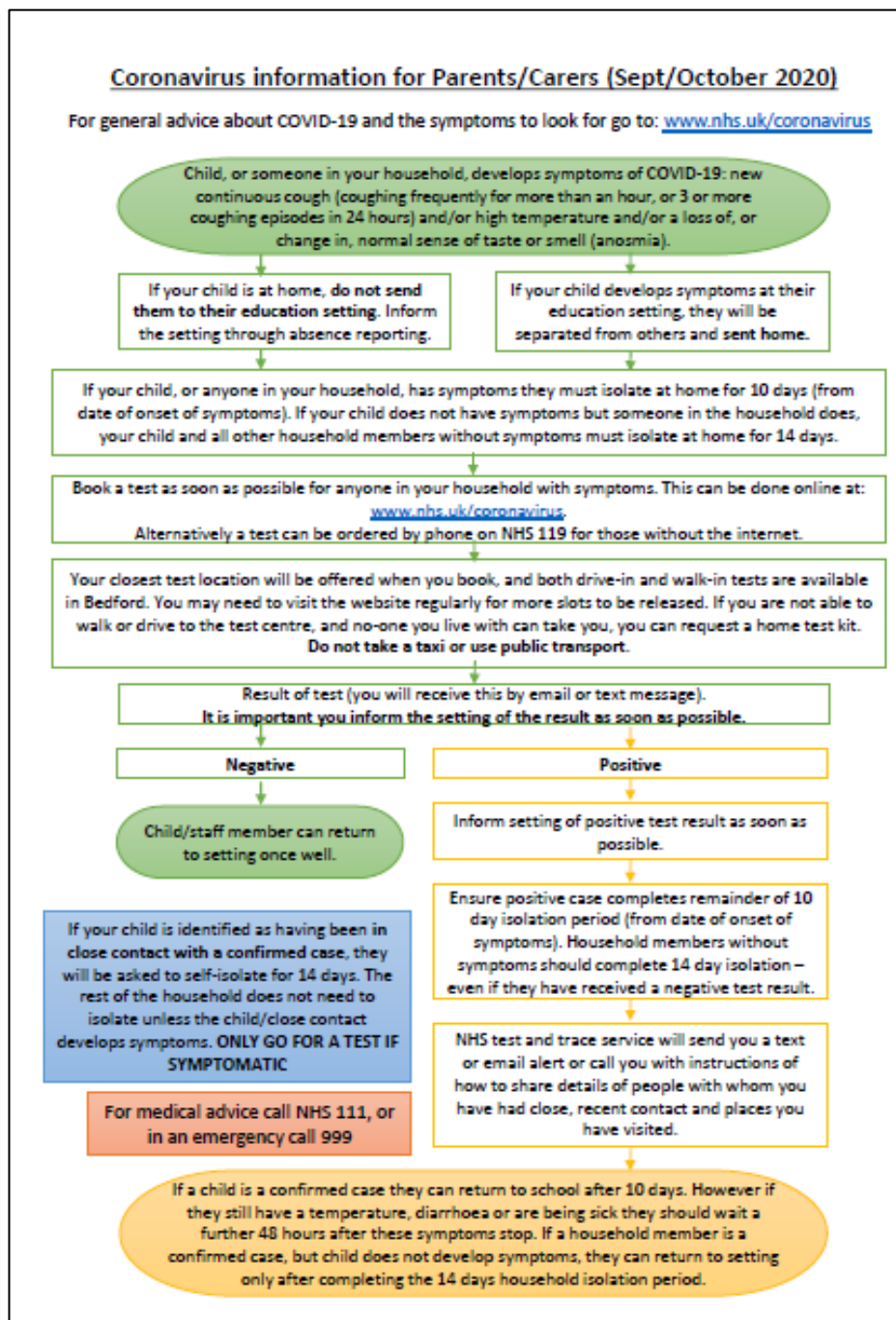
- If a candidate is feeling unwell during the examination, the candidate should raise their hand to get an invigilators attention. They should make the invigilator aware that they feel unwell, the nature of the illness and if they require access to a toilet (candidates must be appropriately chaperoned 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 happens if you or a member of your household have Covid related symptoms or prior to an exam

If a candidate or a member of their household has Covid related symptoms they will be required to self isolate as per the government guidance. Please contact the Exams office by 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. Please see the guidance provided by Bedford Borough Council below.



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

- The start time for External examinations is 9am in the morning and 1.15pm in the afternoon.
- Candidates are expected to arrive at reception a minimum of 10 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 is usual). 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/information\\_contact.asp](http://www.markrutherford.beds.sch.uk/information_contact.asp)

## Results

**Autumn 2020 provisional statements of results will be issued on the following dates by email (results are 'provisional' until a certificate has been produced by the awarding body).**

### **GCE Results Thursday 17<sup>th</sup> December 2020**

- Members of the senior leadership will be available in school, please contact [exams@mrus.co.uk](mailto:exams@mrus.co.uk) for further information.
- Examination results will be emailed to candidates between 8am- 10am on results day using the email contact address provided by the candidate.
- 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).

## Certificates


### When are certificates available?

- Awarding bodies will despatch certificates for the Autumn series to exam centres by the end of March 2021.
- Exams office will contact candidates to advise them that their certificates have been received and are available for collection or post (depending on the Covid arrangement in place).



## JCQ Information for candidates – Written exams

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
					
<b>Information for candidates for written examinations – effective from 1 September 2020</b>					
This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.					
<b>A Regulations – Make sure you understand the rules</b>					
1	Be on time for all your exams. If you are late, your work might not be accepted.				
2	Do not become involved in any unfair or dishonest practice during the exam.				
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.				
4	You must not take into the exam room: <ol style="list-style-type: none"> <li>notes;</li> <li>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</li> </ol> Any pencil cases taken into the exam room must be see-through. <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>				
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.				
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.				
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.				
8	You 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>B Information – Make sure you attend your exams and bring what you need</b>					
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.				
2	If you arrive late for an exam, report to the invigilator running the exam.				
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.				
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.				
5	You 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.				
<b>C Calculators, dictionaries and computer spell-checkers</b>					
1	You may use a calculator unless you are told otherwise.				
2	If you use a calculator: <ol style="list-style-type: none"> <li>make sure it works properly; check that the batteries are working properly;</li> <li>clear anything stored in it;</li> <li>remove any parts such as cases, lids or covers which have printed instructions or formulae;</li> <li>do not bring into the exam room any operating instructions or prepared programs.</li> </ol>				
3	Do not use a dictionary or computer spell checker unless you are told otherwise.				
<b>D Instructions during the exam</b>					
1	Always listen to the invigilator. Always follow their instructions.				
2	Tell the invigilator at once if: <ol style="list-style-type: none"> <li>you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>the question paper is incomplete or badly printed.</li> </ol>				
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.				
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.				
5	Remember to write your answers within the designated sections of the answer booklet.				
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.				
<b>E Advice and assistance</b>					
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.				
2	Put up your hand during the exam if: <ol style="list-style-type: none"> <li>you have a problem and are in doubt about what you should do;</li> <li>you do not feel well;</li> <li>you need more paper.</li> </ol>				
3	You must not ask for, and will not be given, any explanation of the questions.				
<b>F At the end of the exam</b>					
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.				
2	Do not leave the exam room until told to do so by the invigilator.				
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.				



### JCQ Information for candidates – Privacy Notice

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 of 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>

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

Pearson <https://www.pearson.com/corporate/privacy-notice.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

#### Who we are and how to contact us

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

here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

#### Information about you and from where it is obtained

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

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

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

## **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 (eg 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 holds. 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

## **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 assessment 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**




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

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

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

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

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




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

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

**Penalties that awarding bodies apply include:**

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

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



JCQ 2020 – Effective from 1 April 2020

### 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.*”



The poster features the JCQ logo in the top right corner. Below it, the names of the awarding bodies are listed: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main text reads: "NO MOBILE PHONES", "SMARTWATCHES", and "MP3/4 PLAYERS", followed by "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". A central graphic shows icons of a smartphone, a smartwatch, and a music player, all crossed out by a red diagonal banner that says "NO UNAUTHORISED ITEMS". Below this graphic, the text states: "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." At the bottom, a note says: "This poster must be displayed in a prominent place outside each examination room."

JCQ  
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

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

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION

**NO UNAUTHORISED ITEMS**


Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in  
**DISQUALIFICATION**  
from your examination and your overall qualification.

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

## JCQ 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.**

©JCQ 2020 – Effective from 1 September 2020



## Visitor Signing in Form

 <b>MARK RUTHERFORD SCHOOL</b>		
<b>Visitor Signing In Form COVID-19</b>		
<p>Welcome to Mark Rutherford School. We are asking you to complete this form to ensure we are maintaining a record of our visitors in the event of there being a case of COVID-19 in our school. This information will only be shared with the NHS Test, Track and Trace system where required and this form will be destroyed after 21 days in line with the current Government guidance.</p>		
<hr/>		
Name: _____	Contact Number: _____	
Visiting (Staff and/or Student Name(s)): _____		
Date: _____	Arrival Time: _____	
<p>Do you currently have any of the following symptoms?</p>		
Cough	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Breathlessness	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Sore Throat	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fever	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Runny or stuffy nose	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Headaches or aches/pains	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fatigue	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Loss of taste and/or smell	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><b>Declaration:</b></p>		
<ul style="list-style-type: none"> <li>▪ I, the undersigned, confirm my identity as shown above. <input type="checkbox"/></li> <li>▪ No-one in my household has tested positive for COVID-19 in the past 14 days. <input type="checkbox"/></li> <li>▪ No-one in my household has been contacted and asked to self-isolate under the Government's Test, Track and Trace scheme in the last 14 days. <input type="checkbox"/></li> <li>▪ I have not had any close contact with anyone displaying flu-like symptoms in the last 14 days. <input type="checkbox"/></li> <li>▪ I have not returned from any overseas destinations in the last 14 days. <input type="checkbox"/></li> <li>▪ I have not had any close contact with anyone who has returned from any overseas destinations in the last 14 days. <input type="checkbox"/></li> </ul>		
<p>A copy of the whole school risk assessment is available upon request or alternatively can be found on the school's website.</p>		
<p>By signing this form I declare that the information I have provided is accurate and correct.</p>		
<p>Signed: _____</p>		
<p><small>Office Use Only: Date for form to be destroyed – 21 days after the date given above: _____</small></p>		