



BRADFORDACADEMY



Exam Handbook



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Or

Data Office next to Student Entrance.

Introduction

Bradford Academy 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

The purpose of this handbook is

- ◆ inform candidates about malpractice in examinations/assessments.
- ◆ To inform candidates about the use of their personal data.
- ◆ To ensure candidates are provided with all relevant information about their exams and assessments in advance of the Summer 2020 exams/assessments being taken.
- ◆ To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided.
- ◆ To answer questions candidates may have.
- ◆ To inform candidates of/signpost candidates (and where relevant parents/carers) to any exam-related policies/procedures that they need to be aware of.

What is Malpractice?

The key point of Malpractice are

- ◆ 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 e.g. communicating, making noises and disturbing other candidates.
- ◇ 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.

Malpractice in the exam room will be dealt with by the Invigilators and the Exams Manager. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop. If the behaviour persists or there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Manager.

Malpractice within the classroom whilst carrying out non-examination assessment will be dealt with by the Subject Teacher and the Exams Manager.

Please read the following documents at the back of this handbook:

JCQ Information to candidates – social media

JCQ Information for candidates - written examinations

JCQ Information for candidates – on-screen tests

JCQ Information for candidates – non-examination assessments

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 at the back of this handbook**.

Coursework assessments/non-examination assessment

You will be advised by Subject Teachers when these assessments will take place. For formal assessments, you will be informed of when the assessment will take place. This will either be on a timetable or will be done in class. Please be aware of and ensure you meet any deadlines set by your Subject Teacher. Depending on the type of assessment, it will be marked by your teacher and then moderated by the exam board or it will be sent to the exam board for marking. Your Subject Teacher will advise you of your mark. If you wish to appeal against your mark, please speak to your Subject Teacher, within 24 hours of you receiving the mark.

Written timetabled exams

A few weeks before your exam you will be issued with a provisional exam timetable. Please check the information on the timetable carefully and if there is anything wrong, advise your Subject Teacher and the Exams Manager. A final exam timetable will be issued shortly before the exams. This will include details of which room you are sitting the exam in, your seat number and your candidate number. Please check your seat number for each exam as it may not be the same for all exams. Please learn your candidate number. This will stay the same for all your exams and you must write this on the front of every exam paper. Exam room posters – Warning to candidates, Mobile Phone posters and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check that your seat number has not changed. Full Alpha lists can be found at the top of the Atrium Stairs on the morning/afternoon of each exam. This shows the room in which you will sit the exam and your seat number.

There will be an ID card on the corner of your desk, please do not de-face this, it is used to collate an accurate register.

Contingency Day

The Examination Boards have designated **date TBC** as a 'contingency day' in the event of a national or local disruption to exams.

In the unlikely event that there is a disruption, candidates will be expected to make themselves available up to this date.

Please be aware of this date when making arrangements for holidays

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

There may be a time when your provisional exam timetable shows two exams at exactly the same time. Don't panic, this happens quite a lot. The Exams Manager will arrange for you to take one exam first followed by the second, with a short break in between. You must not leave the exam room unsupervised during the short break and exam conditions will remain in place if you are supervised and leave. Your final exam timetable will show the amended times. If the exam lasts longer than 3 hours in total it may be that you will sit one exam in the morning followed by the second in the afternoon. You will be supervised during the time in-between.

What time your exams will start and finish

Your exam will normally start at 8.30am for a morning session and 1.30pm for an afternoon session. Please make sure you arrive at least 10 minutes before the start of the exam. An exam briefing will take place before you enter the exam room. Please make sure you go to the toilet before the exam as you will only be allowed to go to the toilet during the exam in exceptional circumstances. If you have a medical issue which means you have to go to the toilet regularly please inform the Exams Manager (medical evidence will be required) and you will be issued with a pass. You will not be allowed to leave the exam before the end. Also, if the exam finishes before 10:00am in the morning or 2.30pm in the afternoon you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations. This is because official start times is up to 9:30am—we start ours early so this avoids you contacting friends in other schools to tell them about the paper.

Supervision during your exams

Exams are supervised by a team of invigilators who are employed by school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations. It is the job of the invigilator to watch students as they do their exam. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance. The invigilator cannot give you any help with your exam. Each invigilator will have a supply of stationery and if you need anything, please raise your hand and they will come to you. The Exams Manager and the invigilators are also responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- ◆ After your exam briefing and before the exam, you will be asked to take your personal belongings into the changing room next to the exam room. If you are in a different room due to other arrangements you will be required to leave your belongings at the back of the room. At this time, you must make sure that your mobile phone and any other electronic devices have been switched off and left in your bag and that you have nothing in your pockets.
- ◆ You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.
- ◆ You should find your seat quickly and quietly. There will be numbers and letters on the walls to help you to find the row you will be sat on. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- ◆ You must listen to and follow the instructions of the invigilator at all times in the exam room.
- ◆ The exam paper may have been placed on your desk before you enter the room. If so, please do not attempt to look inside and read anything. This is malpractice.
- ◆ Please don't write anything on the front of the paper until you are advised to do so by the invigilator.
- ◆ At the front of the room you will see that the name/code of the exam, day, date, time are displayed. You will need this information when you are asked to fill in the front of your exam paper
- ◆ When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this, it is very important.
- ◆ When the exam starts, the invigilator will display the start and finish times of the exam.
- ◆ If you need to leave the room because you are feeling unwell, please put up your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- ◆ Please make sure that you put your name, candidate number and question on any additional sheets of paper you may use.
- ◆ You will be provided with a pencil case with your name on it. It is your responsibility to bring this to any exams. Calculators will be provided. If you choose to bring your own pen, please make sure it is a **BLACK** ball point pen.

Additional Information

- ◆ You can bring into the exam room a bottle of water in a clear container, it must have all labels removed. Water will be provided if required.
- ◆ You need to come to each exam in your full school uniform.

Please be aware that there may be some changes to these instructions due to the on-going COVID 19 pandemic. You will be advised of any changes closer to your Exams

What to do if you arrive late for an exam

You must arrive at least 10 minutes before the start of your exam. If you are late for any reason, please report to visitor reception and tell the member of staff that you have an exam. Your Head of Year will collect you from reception and escort you to the exam room. You will be given the full time allowed for your exam.

If you arrive extremely late for an exam (after 10:00am for a morning exam and after 2.30pm for an afternoon exam) you will still sit the exam but there is a chance that the exam board will not mark your paper.

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

It is really important that you attend school for all exams, whether real or mock, unless you are seriously ill. If you are extremely unwell and cannot attend your exam, please ask your parent/ carer to contact the Exams Manager or Attendance Officer immediately. You will need to provide medical evidence to confirm your illness.

If you feel unwell during an exam, please put your hand up and an invigilator will assist you. If you feel unwell before the exam starts, please tell the Exams Manager so that we are aware of your situation and invigilators can be advised. For real exams, the date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam.



Exam Stress/Anxiety

Everyone feels stressed during exams. This usually means that you feel tired, under pressure, confused, worried that you won't do well etc. This is normal and often encourages us to do that extra bit of revision, listen a little more to the information in a lesson and work a bit harder. This is good.

However, too much pressure and anxiety can make you feel really bad. This may mean that you are unable to concentrate on your work and may find that you are overly worrying about how you will do in your exams.

People often deal with exam stress in many unhelpful ways, such as ignoring the problem, not revising because they think that they will do badly anyway and missing exams due to the anxiety that they are feeling. It can also be really easy to think that if you don't try and then you fail, you won't feel as bad as if you fail after trying really hard! This is an unhelpful way of thinking as it means that you will be limiting your chances of doing really well!!



Exam anxiety can also make you worry during the exam, for example you may feel that other people are managing the exam better than you or that they will be finding it really easy whereas you are struggling. This can cause you to feel that your mind has "gone blank" on information that you know that you have revised or that you know well.

Everyone is different in how they cope/manage anxiety, there are some links below which you may find useful for coping with exam stress and anxiety.

<https://www.nhs.uk/conditions/stress-anxiety-depression/coping-with-exam-stress/>

<https://www.samaritans.org/how-we-can-help/schools/deal/deal-resources/coping-strategies/exam-stress-coping-strategies/?gclid=EAlalQobChMIqve16Yby5wIVw7TtCh3HUAj-EAAYASAAEgKDH D BwE>

COVID 19

All examinations will be run in line with current guidelines. We will be assessing the changes to guidelines on a regular basis and will make sure you are made aware of any changes before you sit your examinations.

There are some changes to exams for Summer 2021, you can discuss these changes with your subject teacher.



AQA

City & Guilds

CCEA

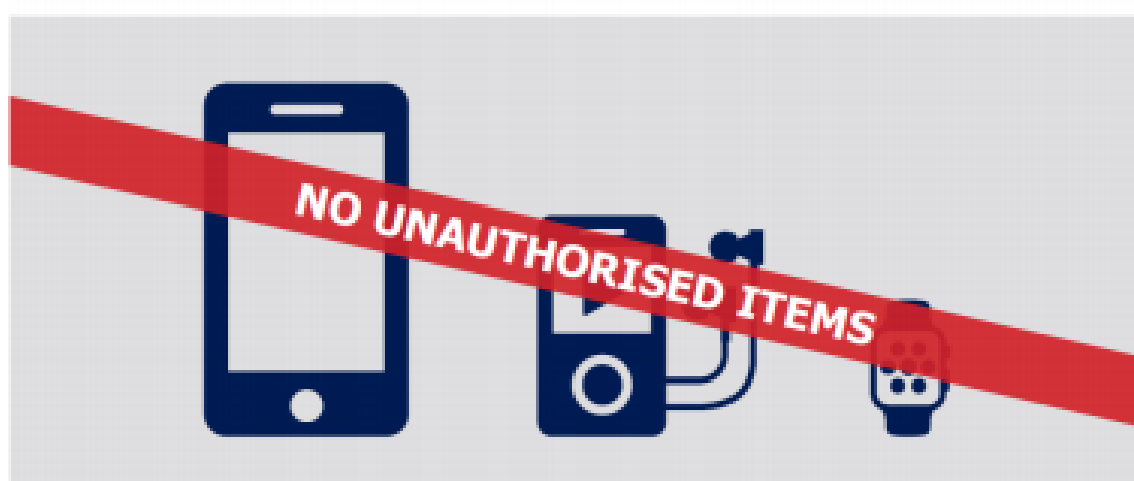
OCR

Pearson

WJEC

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

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



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 2020



This notice has been produced on behalf of:

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

Information for candidates – coursework assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2020 This
document has been written to help you.
Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. 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.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your Center will inform you of any equipment which you may need for the on-screen test.
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 formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



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
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/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.

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.

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 assessment 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.

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

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.



Image by Ben Wright

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

<http://www.jcq.org.uk/exams-off> Information-for-candidates-documents



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2020

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) 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. 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 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 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 formulas; 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. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	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.
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.