



Bluecoat Wollaton
believe in yourself, in others, in God

CANDIDATE EXAM HANDBOOK

2022/23

This handbook is reviewed and updated annually

Produced/reviewed by	
Exams Department	
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Introduction

Bluecoat Wollaton Academy is committed to ensuring that candidates are fully briefed on the examination 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 this handbook

- To support/complement candidate briefings.
- 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.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Written timetabled exams

- Candidates will be provided a **Statement of entry** in January of each year, to check that personal details and exam entries are correct.
- It is important to check these details and report directly to the Exams Officer if there is a change required. Any errors not reported by the deadline, will mean the student will need to pay for this change at a later date.
- You will receive a personal **Candidate exam timetable** ahead of examinations. Keep this safe. These are provided to ensure candidates know the date and time of all their exams/assessments, seating arrangements and exam room location. If you lose your timetable, you must speak with your Head of year, or exam office who will email a copy to your school email account only.

Refer to GR 5.8

Contingency days - summer 2023

There are contingency days scheduled during Summer 2023, in the event there is significant or local disruption to examinations in the United Kingdom. It is important that you are available up until the final date 28th June 2023 in the event an exam date is moved to accommodate any disruption.

- **8th June 2023 – PM**
- **15th June 2023 – PM**
- **28th June 2023 – ALL DAY**

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

If candidates are taking **two or more** examinations in a session and the total time is **three hours** or less, the centre may decide the order within the timetabled session in which to conduct the examinations.

Candidates may also be given a supervised break of no more than **20 minutes** between papers within a single session. This is conducted within the examination room, under formal examination conditions at all times.

If candidates are taking **two or more** examinations timetabled for the same session and the total time is **more than three hours including approved extra time allowances and/or supervised rest breaks†**, the centre may conduct one examination in a later or earlier session within the same day.

The centre may determine the examination which is to be conducted in a later or earlier session within the same day. The candidate will be required to attend their first exam. Once finished they will be escorted to a supervision room where they will wait until their next exam starts. During this time they are permitted to revise using notes only and will not have access to a computer or mobile phone. They will not be permitted to speak to anyone that may have sat the exam. Once the afternoon session is to start, they will be escorted back to the exam room where they will sit their outstanding exam. Once the exam has finished they will no longer be under centre supervision and are free to leave as normal.

Refer to ICE 7

Where you will take your exams

The main exams rooms are the Gym or Great Room. If you are seated elsewhere this will be clear on your timetable and on the exam register lists.

What time your exams will start and finish

Morning exams start at 9am

Afternoon exams start at 1pm.

Candidates must arrive in plenty of time for their exams. All exams must start promptly.

Supervision during your exams

Exams are supervised by a team of school invigilation staff.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. If students have any queries or issues in the exam room, it is expected they tell the invigilator for this to be resolved. Any queries cannot be resolved after the exam has finished.

Exam room conditions

- Candidates are invited into the exam room by members of staff.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given instruction to leave by the invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room. Candidates must not open the question paper until the examination begins.
- Candidates must not communicate with or disturb other candidates whilst in the exam room.
- There will be important Information displayed in the exam room for every exam:

Centre number, Subject title, paper number; and the actual starting and finishing times, and date, of each exam.

- When completing the front of the answer books all candidates must write their first name and surname (legal name only) that matches their entry information, and candidate number. This information is available on the exam desk card. It is important this is not completed until instructed to do so by the invigilator.
- All additional answer sheets/answer books must be fully completed also.

Where you will sit in the exam room

Candidates are provided specific seating locations within an exam room, this is shown on their individual timetable. Exam seating lists are provided on the Exams Notice board for students to check this aswell.

What equipment you need to bring to your exams

JCQ authorised equipment list that should be brought by the candidate

- Black Pen
- Pencil
- Rubber
- Ruler
- Protractor
- Compass
- Calculator

All equipment should be brought in a **Clear Pencil case** only.

Using calculators

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not.

If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Calculator covers must not be brought into the exam room.

Refer to ICE 10

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

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

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

(Captured from JCQ Instructions for conducting examinations 2022-2023, section 10.3 on 8 September 2022)

What you should not bring into the exam room

- Mobile Phones
- Wrist Watches
- Ipods
- MP3/MP4 or similar devices

Food and drink in exam rooms

No food is permitted in the exam room unless with a medical certification. This will be kept on the invigilator desk at the top of the row.

Candidates can bring in a water in a clear bottle with the label removed.

What you should wear for your exams

Full Uniform to all exams.

Where your personal belongings will be stored during your exam

Personal belongings are stored outside of the exam room. If you are in a smaller room with limited outside space, bags can be brought in and kept at the front of the exam room. No bags are permitted to be kept at your exam desk.

What to do if you arrive late for your exam

If you believe you are going to be late for your exam you must contact school as soon as is possible.

You must tell reception your full name and what exam you are expecting to sit, this will mean there is a staff member available to assist you when you arrive. We will ensure you are ready then escort you to your exam.

If you arrive more than 1 hour after the official exam start time, this will be reported to the Awarding body and there is a high risk your exam will not be counted.

Refer to ICE 21

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

- If you are unwell on the day of your exam please contact school and let us know through the standard reporting processes.
- You must state your full name and the exam you are expected to sit.
- We encourage students to attend all their exams and we will support any student that is unwell if they decide to attend. We ask that you contact school to let us know prior to exam, and as early as possible so we can put into place necessary support ahead of time.
- If you feel unwell during an exam, you must tell an invigilator **immediately** and you will be briefly removed from the exam to get support. If you decide to return, all remaining time will be provided.

What is Special Consideration?

- *If a student is fully prepared for the exam but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.*
- *If a student is absent from an exam for a **valid** reason.*

After a case of illness, we will ask student to attend the doctors to request a doctor's note on that day. This is a signed letter stating the nature of the illness which will need to be presented to school within 3 days of the exam taking place. An appointment card will not be accepted.

The exams office will process the Special Consideration Application with the relevant awarding body directly once suitable evidence has been provided. Students must also have completed a minimum of 35% of the qualification (including coursework) to be eligible for this in any event.

What happens if you have an unauthorised absence from your exam

An unauthorised absence is where a candidate has not made school aware of the reason for their absence/ not provided suitable medical evidence to make a Special Consideration Application.

The Academy will require a payment of the **full Awarding body entry fee** for that exam should a candidate fail to attend an examination without good reason and without informing the Academy.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Refer to ICE 22

Candidates with access arrangements/reasonable adjustments

- Students with Access Arrangements will have their Arrangements printed on their student desk card and this will be visible on their personal timetable.

- Those that have approved adjustments must attend the exam rooms allocated on their individual student timetable. All candidates will be notified prior to any exams what they are entitled to and must be prepared in what to expect.

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

What is 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

Information for candidates – social media

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.

Coursework assessments/non-examination assessments

Refer to Appendix 1-8 Information to candidates for full JCQ Regulations.

Results

GCSE Results day – Thursday 24th August 2023.

- Student results will be available for collection from school in the morning.
- Further instructions will be distributed to students directly and put on the website regarding arrival closer to results day.
- Results can be collected on a candidate's behalf if unable to attend the centre on results day. Students must complete the required information collection form on this.
- To follow current GDPR guidance, we cannot release exam results to anyone else unless given written approval by the student. To avoid any unnecessary delays in receiving your results please make sure all approval has been given prior to results day.

Refer to GR 5.12 and Post-Results Services information

Post-results services

- **All post results provisions do incur a fee for each service.**
- **All requests for post-results services are made through the centre exams office, candidates are unable to request these directly from the awarding body themselves.**

- **All services are requested on results day to those students that are meet the awarding body criteria. Deadline to process these through school is 31st August 2023.**

Review of marking This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly (this is not a remark of the paper)

Access To scripts – An electronic copy of the paper is provided from the Awarding body.

Refer to GR 5.13 and Post-Results Services information

Certificates

Certificates will be available for collection from school **w/c Monday 4th December 2023.**

Certificates can be collected on a candidate's behalf if unable to attend the centre. Permission outlining must be received by school to release the certificates.

All unclaimed certificates are kept secure for a period of 12 months only. They are then returned to Awarding bodies in line with JCQ processes. We do not keep copies. If you lose your certificates after collection and need a replacement, this can be requested from the awarding bodies directly. The school cannot action this on your behalf.

AQA

<https://www.aqa.org.uk/contact-us/certificate-services/past-results-and-lost-certificates>

OCR

<https://www.ocr.org.uk/students/replacement-certificates/>

Pearson

<https://qualifications.pearson.com/en/support/Services/certificate-services/replacement-documents.html>

WJEC

<https://www.wjec.co.uk/home/student-support/replacement-exam-certificates/>

Refer to GR 5.14

APPENDIX 1-JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates

Coursework assessments

Effective from 1 September 2022

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.

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 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, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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 or 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 or share it with anyone, including posting it on social media. 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 online 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 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 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

APPENDIX 2-JCQ Information for candidates – non-examination assessments

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

Information for candidates

Non-examination assessments

Effective from 1 September 2022

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

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

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

Preparing your work — good practice

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

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

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

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

Do not be tempted to use pre-prepared online 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, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

APPENDIX 3-JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates

On-screen tests

With effect from 1 September 2022

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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, 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 have a watch, the invigilator will ask you to hand it to them.
- 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 centre 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 formulae;
 - (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. Always follow their instructions.
- 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. **Do not** open the question paper until you are instructed that the exam has begun.

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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

APPENDIX 4-JCQ Information for candidates – written exams

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

Information for candidates

Written examinations

With effect from 1 September 2022

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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance


- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

APPENDIX 6-JCQ Information for candidates – social media

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






Image by Patricia Jones

Information for candidates Using social media and examinations/assessments

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

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

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

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

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

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




Image by Ben Wright

You need to know that the following would be malpractice:

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

- Penalties that awarding bodies apply include:**
- a written warning;
 - the loss of marks for a section, component or unit;
 - disqualification from a unit, all units or qualifications; or
 - a ban from taking assessments or exams for a set period of time.

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





AQA

City & Guilds

CCEA

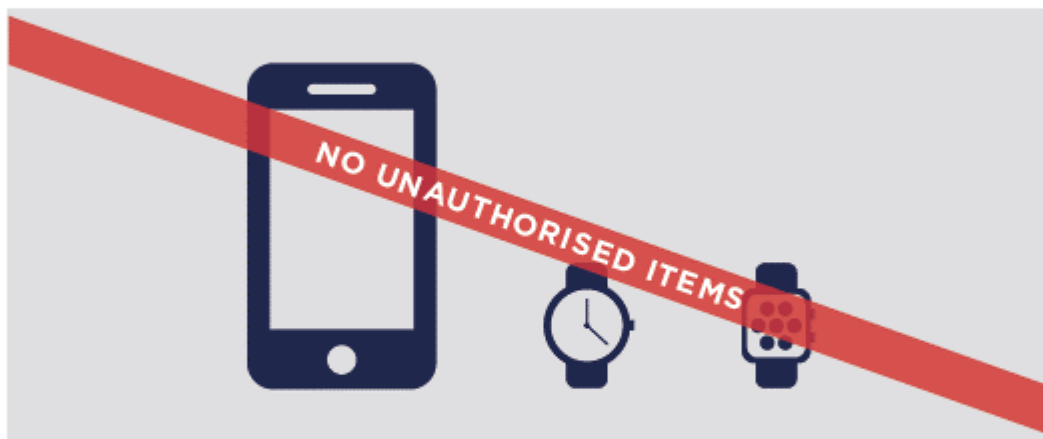
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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



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

DISQUALIFICATION

from your examination and your overall qualification.

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

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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.