



Biddick
Academy

Candidate Exam Handbook

2020/21

This handbook is reviewed and updated annually

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Contents

Introduction	4
Purpose of the candidate exam handbook	4
Malpractice	4
Personal data	5
Copyright.....	5
Coursework assessments/non-examination assessments	5
Written timetabled exams.....	5
Contingency day - Summer 2020.....	6
On-screen tests	6
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash).....	6
Where you will take your exams.....	6
What time your exams will start and finish	6
Supervision during your exams.....	7
Exam room conditions	7
Where you will sit in the exam room	8
How your identity is confirmed in the exam room.....	8
What equipment you need to bring to your exams	8
Using calculators.....	8
What you should not bring into the exam room.....	8
Food and drink in exam rooms	9
What you should wear for your exams	9
Where your personal belongings will be stored during your exam.....	9
What to do if you arrive late for an exam.....	9
What to do if you are unwell on the day of an exam	9
What happens if you have an unauthorised absence from an exam.....	10
What happens in the event of an emergency in the exam room	10
Candidates with access arrangements.....	10
Results.....	10
Post-results services.....	11
Certificates.....	11
Internal appeals procedures	11
Complaints and appeals procedure	13
Appendix 1.....	14
Jcq Information for candidates - coursework.....	14
Appendix 2.....	16
Jcq Information for candidates – non-examination assessments.....	16
Appendix 3.....	18
Jcq Information for candidates – on-screen tests.....	18

Appendix 4.....	19
JCQ Information for candidates – written exams	19
Appendix 5.....	19
JCQ Information for candidates – Privacy Notice	19
Appendix 6.....	233
JCQ Information for candidates – social media.....	233
Appendix 7.....	244
JCQ <i>No Mobile Phones</i> poster	244
Appendix 8.....	255
JCQ <i>Warning to Candidates</i> poster	255

Introduction

Biddick 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

- To support/complement candidate briefings/assemblies
- 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

Malpractice

- If you break any of the exam rules or regulations you could be disqualified from all subjects
- The Academy must report any breach of regulations to the relevant examination board
- 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

Refer to [ICE 24](#) and the Table of offences and ranges of penalties (Indicative sanctions against candidates) (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to [Information for candidates – social media](#) (JCQ 2020 – Effective from 1 April 2020)

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.

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 – Appendix 5

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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

- [Coursework](#) relates to OCR Cambridge Nationals and BTEC qualifications.
- [Non-examination assessment](#) relates to reformed GCSE specification
- Relevant JCQ information for candidates documents – coursework – Appendix 1 non-examination assessments – Appendix 2, social media - Appendix 6
- Candidates will be informed by their subject teacher when assessments will take place
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- Subject teachers will inform candidates of any relevant deadlines that must be met, and how the work is marked/assessed.
- Candidates will be advised of their centre assessed marks. (there is an internal appeals procedure in place for candidates who wish to appeal an internal assessment.
- NEA work is externally marked/assessed these include Languages

The centre will...

Notify candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments

Ensure that the JCQ Information for candidates (coursework, non-examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates via this handbook and the Academy website **prior** to assessments and/or examinations taking place...

JCQ Unauthorised items and Warning to candidates poster - Appendix 7

Written timetabled exams

You will receive an individual candidate timetable before the Easter break, which indicates: the date and start time, duration of the examination, subject title and exam level, for all your exams. All examinations will take place in the Watson Hall unless otherwise informed.

- Check the information is correct on your individual exam timetable, including your name (all exams are taken using your legal name), if you have any queries or questions please contact Mrs Jeffrey, the Exams Officer or speak to your subject teacher.
- Seating arrangements and exam rooms will be made available to candidates via your tutor the week before the exam. Seating plans will also be displayed outside of the Watson Hall

- The JCQ information for candidates documents – written examination, social media are available as appendices and also displayed on the Academy website.
- Exam room posters – Warning to candidates, Unauthorised items – Appendix 8 and also on the Academy website

Contingency day - Summer 2021

The awarding bodies have designated Tuesday 29 June 2021 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland –

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

On-screen tests

Refer to [Information for candidates – on-screen tests](#) – see appendix 3

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

- A clash is where you have two or more examinations taking place at the same time.
- If you have an exam clash, this will be taken "Back to Back", where you take one exam straight after the other.
- A supervised break of no more than twenty minutes between papers within a session may be applied, this will be conducted within the examination room, under formal examination conditions at all times by an invigilator.

*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised by an invigilator at all times†.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ publication Access Arrangements and Reasonable Adjustments.

Where you will take your exams

The majority of our exams will take place in the Watson Hall unless otherwise advised.

What time your exams will start and finish

- Morning exams start at 9.00am

- Afternoon exams start at 1.00pm
- However, timings may vary, you should refer to your individual timetables for accurate timings.
- All students must remain in the exam room for the full duration of the examination.

Supervision during your exams

- Exams are supervised by a team of invigilators (these may be external invigilators)

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. They must :-

- Inform you of the rules and regulations of an exam, including the authorised and unauthorised requirement allowed in the exam hall.
- They will distribute and collect the exam papers.
- Tell you when to start and finish the exam.
- Hand out extra paper if required.
- Deal with any problems that occur during the exam, eg a student feeling ill.
- Invigilators cannot discuss the exam paper with you or explain the questions.
- The Exam's Officer and/or a member of Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the exam room.
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the School's Behaviour Policy.
- **Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all time.**

Exam room conditions

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave (for full set of rules please read appendix 4, Information for Candidates – Written Exam).

- Candidates will line up in alphabetical order in the yard outside of the Watson Hall. If the examination is tiered ie Foundation/Higher, you will be asked to line up in tier/alphabetical order. Candidates must remain in silence when entering/during/leaving the examination room.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates, and must face the front at all times
- The centre number – 39567, will be displayed around the room. The subject title, paper number; and the actual starting and finishing times, and date, of each exam will be displayed on both a flip chart and electronically on a projection screen at the front of the examination room. Analogue and digital clocks will display the time.
- Fronts of papers must not be completed until advised to do so by the invigilator.
- Additional answer sheets/answer books etc. can be supplied by the invigilator on request by raising your hand.
- See through pencil cases only permitted.
- You must not take any of the following items into the examination room: - mobile phones/fitbits/ipods/smart watches/wrist watches/notes.

- All unauthorised items to be left outside of the examination room, either in lockers or with the Head of Year team.

Where you will sit in the exam room

- Candidates are seated in alphabetical order (and tier order where applicable)
- You will be advised in advance of the examination of your seat number. There will be a seating plan displayed outside of the Watson Hall. Invigilators will be on hand to assist you in finding your seat if required. Your desk will be identified by a paper slip with your name/candidate number and examination details on it

How your identity is confirmed in the exam room

Senior members of centre staff, who have been authorised by the head of centre will be present at the start of the examination to assist with the identification of candidates.

There will also be a slip on each candidate's desk which displays the candidates photograph along with your name and details of the examination being taken.

What equipment you need to bring to your exams

- Permitted equipment only to be brought into examinations, black pens, pencil, calculator (where permitted), ruler, rubber, mathematical equipment, coloured pencils (where necessary). A see through pencil case may be used.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

Refer to [ICE 10](#)

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

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ 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. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulae; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

(Captured from [JCQ Instructions for conducting examinations 2020-2021](#), section 10.3 on 22 September 2020)

What you should not bring into the exam room

- *JCQ information regarding unauthorised items see Appendix 7*

- If you break any of the exam rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the relevant Exam Board.
- non-digital wrist watches are **NOT** permitted in the exam room

Food and drink in exam rooms

- Water is permitted in clear bottles with the labels removed.
- Food will only be permitted for medical reasons and with prior agreement with a Senior Member of staff.

What you should wear for your exams

Full school uniform to be worn for all examinations (excluding Physical Education practical exams).

Where your personal belongings will be stored during your exam

Bags, coats, unauthorised materials including switched off mobile phones will be stored either in your locker or with your Head of Year team.

What to do if you arrive late for an exam

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Headteacher/SLT/Exams Officer.
- A candidate who arrives late, and is permitted by the centre to sit the examination, will be allowed the full time for the examination.
- A candidate will be considered very late if he/she arrives: a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination. b) after the awarding body's published finishing time for an examination that lasts less than one hour. A candidate who is very late will be reported as per JCQ regulations to the awarding body.

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

- If a candidate is unwell on the day of an exam and unable to attend, the parent/carer must contact the centre before the examination. A medical note will be required.
- If a candidate is unwell but manages to attend the exam, the parent/carer must contact the centre to advise the exams officer, the exams officer/head of centre will ascertain if special consideration will be applied for.
- If the candidate feels unwell during the exam, please alert an invigilator by raising your hand.
- Candidates will need to provide any relevant information on absence/illness in order to support an application for special consideration.

What happens if you have an unauthorised absence from an exam

- If you miss the examination, you CANNOT take it on another day. Timetables are regulated by the Exam Boards and you must attend on the given date and time.
- If you miss an exam without good reason, you will be charged the entry fee. You also risk not gaining your final examination grade

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

If the Fire/Emergency Alarm sounds during an examination, the invigilators will tell you what to do:

- Do not panic.
- Close your paper and leave it on the desk.
- If you have to evacuate the room, you will remain silent and leave by the nearest fire exit with your designated invigilator.
- Do not stop to collect personal belongings.
- The assembly point for candidates in the Watson Hall is the yard outside of the hall, candidates in the student support rooms will gather at the back of the school in the garden area, you should stand quietly with the invigilators awaiting instructions.
- It is very important you recognise that you are still under exam conditions and the rules still apply.
- When you return to the exam room do not start writing until the invigilator tells you to do so.
- You will be allowed the full time for the exam and a report will be sent to the Exam Board with details of the incident.

Candidates with access arrangements

- Access arrangements (except emergency arrangements) will be applied for and put in place from the start of the academic Year 10 and prior to mock exams. Candidates are involved in any decisions/discussion regarding appropriate arrangements.
- Mrs Taylor/Mr Jackson will inform candidates of the approved arrangements that are in place for them and any instances when these arrangements may not apply
- The majority of exams for candidates with access arrangements will take place in the student support area.
- Invigilators will remind candidates at the start of the exam of their access arrangement ie extra time.

Results

- Date(s) (hard copy/electronic) provisional statements of results will be issued/distributed to candidates on results day Friday 27th August
- Results will be available for collection from 10.00am unless otherwise advised
- There will be a number of senior members of centre staff available to speak to immediately after the publication of results
- If you are unable to collect your results on the 27th August, these can be collected on your behalf, you must give written permission to the person collecting the results.

- Results can only be posted out to the candidate, if a prepaid envelope is given to the exams officer in advance of the results being released (this arrangement may change due to the current epidemic climate)

Post-results services

Upon receiving your results the following post results services are available:-

- Clerical Checks
- Reviews of results and appeals
- Access to scripts
- Requests for these services must be made through the centre
- Access to scripts, reviews of results and appeals procedures are available on request from the examinations officer
- Deadlines and fees for these services are available from the examinations officer on results day
- Consent/permission forms for the above services are distributed/collected from candidates on results day

Please be aware that reviewed marks can go down as well as up, or remain the same.

Certificates/unclaimed certificates

- Certificates will arrive in school at the start of November, and are usually ready for collection by the last week in November.
- If you are unable to collect your certificates in person, you should give your written and signed permission to a nominated person whom you must name in the letter. The nominated person must bring the letter and photo ID with them. (Again these arrangements may change due to the current epidemic)
- Certificates will be kept for at least 12 months then destroyed.
- If you need replacement certificates you will have to go directly to the Exam Boards to request a replacement at a substantial cost.

Internal appeals procedures

Appeals against internal assessment decisions (centre assessed marks)

Biddick Academy will:

- ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
- having received a request for copies of materials, promptly make them available to the candidate
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- accept requests for reviews of marking if made in writing within 2 working days of receiving copies of the requested materials by completing the internal appeals form.
- allow 5 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

- ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

Appeals against external decisions

- 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 officer.
- If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.
- Reviews of Results (RoRs) offers three services.
 - ❖ Service 1 – clerical re-check
 - ❖ Service 2 – review of marking
 - ❖ Service 3 – review of moderation (this service is not available to an individual candidate)
- Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.
- If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the centre.
- Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.
- If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least 14 days prior to the internal deadline for submitting a request for a review.
- The appellant will be informed of the outcome of his/her appeal.
- Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.
- Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.
- The **internal appeals form** should be completed and submitted to the centre within 5 working days of the notification of the outcome of the RoR.

- Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process.
- Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer).
- If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid.

Complaints and appeals procedure

If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Biddick Academy encourages him/her to try to resolve this informally in the first instance. A concern or complaint should be raised with the examination officer or deputy Headteacher.

If a complaint fails to be resolved informally, the candidate (or his/her parent/carer) is then at liberty to make a formal complaint in writing to the Headteacher. A copy of the 'Complaints and appeals procedure (exams)' can be requested from the exams office.

Appendix 1

JCQ Information for candidates - coursework

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

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, 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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

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 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 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



JCQ Information for candidates – non-examination assessments

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

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 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 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, 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

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 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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> 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. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <p>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.</p>
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 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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



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

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 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	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.

Appendix 5

JCQ Information for candidates – Privacy Notice



You **must** read this notice as it contains *“Information About You and How We Use It”*



Information for Candidates Information

About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: 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 (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

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

Your rights

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

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

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

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

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

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: 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 assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

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

Information for candidates Using social media and examinations/assessments

**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>



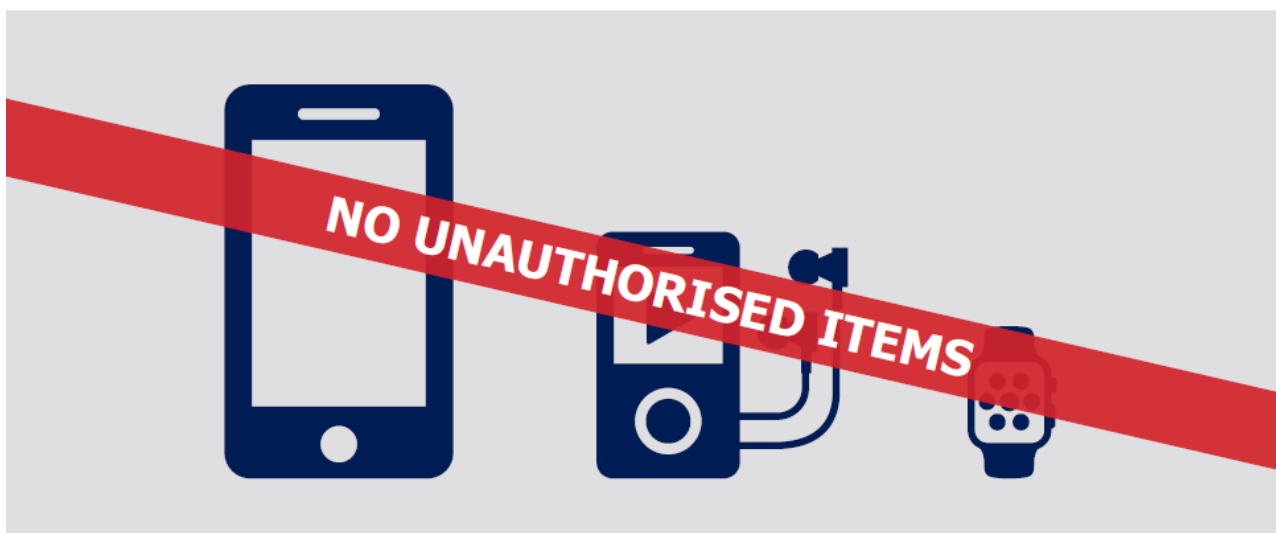
JCQ *Unauthorised items* poster

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.*”



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.

Appendix 8

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.