

# EXAMS HANDBOOK FOR STUDENTS 2019 – 2020

This handbook is reviewed and updated annually

<b>Produced/reviewed by</b>	
EXAMS DEPARTMENT	
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## Introduction

Top Grades Learning Centre 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.

If you break any of the examination rules or regulations, you could be disqualified from all subjects. The Centre must report any breach of regulations to the Awarding Bodies.

## Purpose of the candidate exam handbook

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

## Malpractice

Malpractice can lead to a deduction in marks, disqualification and can even result in a ban from all examinations. Malpractice can take many forms, for example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;

- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

## Personal Data

You have entered general qualifications such as GCSE and A-level with one or more exam boards/awarding bodies. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you.

To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice** (see Appendix 5 of this handbook).

## 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

## Contingency day – Summer 2020

- In the event of national or local disruption to Summer examinations, the awarding bodies have a designated contingency day. **This date is Wednesday 24 June 2020**
- In the unlikely event that exams have to be rescheduled, candidates must make themselves available on this day.
- It is advisable, therefore, to not book any holidays or events that may prevent the candidate from attending a rescheduled examination on this day.

## Written exams (A-level, GCSE)

Written exams take place at three key stages in the academic year: November, January and May/June.

- Exam entries for written exams are made based on your enrolments – if you are enrolled on a subject you will be entered for the corresponding exam automatically.
- You must check your timetable carefully to ensure you know the date and time of all your exams/assessments, and which exam room you'll be in etc.
- Check your Candidate Statement of Entry to confirm that both your personal details and exam entries are correct. Contact the Exams Office immediately should anything need to be corrected.
- Before all your exams you should make yourself familiar with the **JCQ information for candidates document: written exams** (Appendix 1)

## Coursework/controlled assessments/non-examination assessments

- You must read the JCQ information for candidates documents in the appendices
- Your subject teachers will brief you on the subjects and deadlines of your coursework/ controlled assessments/ non-examination assessments
- Your work is marked/assessed by subject teachers and then moderated by internal verifiers before being submitted to awarding bodies and going through a sampling process

## What to do if you have two or more exam papers timetabled at the same time (an exam clash)

If you notice on your exam timetable that you have two exams scheduled at the same time you must report this to the exams team at least 10 days before your exam date.

Where the total exam time does not exceed 3 hours you will sit the exams back to back.

Where the total exam time does exceed 3 hours you will sit the exams in two sessions (AM and PM). In this scenario you will be held in supervised quarantine between the sessions. You must bring a packed lunch as you will have no access to the canteen or off-site facilities. You will not be allowed access to any electronic devices such as laptops/ smart watches or mobile phones.

## Where you will take your exams

The majority of written exams take place in – Classrooms 1 to 5.

## What time your exams will start and finish

Written exams fall into two sessions: AM and PM. All AM exams start at 09:00am and all PM exams start at 13:30pm. These times are set by JCQ and the Awarding Bodies.

Candidates should arrive at the exam venue **15 minutes before the published start time** and line up quietly before being invited into the exam.

Online exams have varied start times.

Candidates should always check their timetable to confirm start times.

## Supervision during your exams

Exams are supervised by a team of invigilators. Invigilators have to follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Candidates are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. If you need to speak to an invigilator at any point you should stay seated and raise your hand.

You must always follow the instructions given to you by the invigilator otherwise you are at risk of being removed from the exam.

## Exam conditions

- Candidates should assemble quietly outside the exam room and are then invited into the exam room by the lead invigilator. Candidates should not enter the room until then.
- Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.
- Candidates should enter in silence and place bags (and coats) in the designated areas **before** taking their seat.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates (this can include but is not limited to making hand or facial gestures, talking or writing notes)
- Candidates are responsible for producing legible handwriting in their exams
- If you need anything during the exam you should raise your hand to attract the attention of the invigilator
- Be wary of distracting other candidates when you are in the exam hall – keep fidgeting to a minimum
- If you use additional answer books you must clearly indicate the question number in the margin and write your candidate details in the spaces provided

## Where you will sit in the exam room

Written exams will have a seating plan displayed on the outside of the room. It is a good idea to check your place on the plan before entering the exam room to ensure you know where to go.

Candidates must not have any writing on their hands when entering the exam room so please do not write seat numbers on hands as a reminder – if you have forgotten your seat number check the list at the front of the exam room or ask an invigilator.

It is very important that you sit in the correct seat. If you think another candidate may be sitting in your seat you must speak to an invigilator immediately. Do not sit in another available seat as this may result in you being marked as absent or sitting the wrong exam paper (e.g. same subject but wrong tier level or specification).

## How your identity is confirmed in the exam room

Candidates must have their Top Grades ID card visible at all times to verify their identity when in the exam room. No ID card = no admittance. Temporary cards can be collected at the main reception.

Private/ external/ transferred candidates must show photographic ID (passport or drivers licence) to confirm their identity for every examination.

Religious items (such as a veil) may be worn during the exam. Please be aware that you may be approached by a member of staff and taken to a separate room before the exam so that your identity can be verified. The member of staff will be the same gender as you. Once your identity has been established, you should replace, for example, the veil and proceed as normal to sit the examination.

## What equipment you need to bring to your exams

Candidates are responsible for bringing their own equipment to examinations. You should bring a black pen with you to every exam. Clear plastic pencil cases are permitted and contents should be clearly visible to invigilators. Do not rely on spare equipment being available in the exam hall – always come prepared.

## Using calculators

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

*Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations*

### 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 formulas.

### The candidate is responsible for the following:

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

### 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 formulas;
  - text.

### What you should not bring into the exam room

- Mobile phones
- Smart watches and ordinary wrist watches
- MP3 players or mass storage devices
- Fitness trackers
- Any other technological/web enabled sources or information
- Any revision or subject related notes
- Do not bring erasable pens, glue sticks, post-it notes, covered erasers, correcting fluids, tissue packets, ink cartridge boxes or scissors to exams.

Any such items you may have with you on the day of an exam must be **switched off and placed in your bag before you enter the exam room.**

### Food and drink in exam rooms

Candidates can bring a bottle of water into the exam room but the label must be removed.

No other food or drinks are permitted.

### What you should wear for your exams

We suggest you wear light layers to ensure your comfort in the exam room.

Coats cannot be worn in the exam room. You may be asked by the invigilator to remove bulky scarves or head gear that obscures your face.

### Where your personal belongings will be stored during your exam

Bags, coats and any unauthorised materials including mobile phones will be stored at the back of the exam room. The centre accepts no responsibility for loss or damage to personal belongings. Valuables should be left at home.

If after taking your seat you realise you have unauthorised materials/devices on your person you should raise your hand and pass the item(s) to an invigilator.

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

You should always leave additional travel time on exam days to counteract any unforeseen disruptions. If, however, you are running late to an exam you **MUST** call the student absence line: 01727 223 204

When you arrive at the exam you should wait outside the room and signal to the invigilator. They will then brief you before you enter the room. If you are over 30 minutes late you may not be admitted.

If you are over an hour late to the exam we have to notify the awarding body and they will decide whether to accept your paper or disqualify it.

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

If you are unwell and unable to attend your examination you must call the Exams Team on 01727 223 204. If possible you should contact your GP or attend the local hospital to get a letter evidencing your illness.

If you are unwell but you manage to attend the exam please speak to the invigilators before you enter the exam room. They can place you at the back of the room and be ready to accompany you to the bathroom or bring you water if you need it.

If you suddenly start feeling unwell during an exam please raise your hand and alert the invigilator who can assess the situation and assist you as needed.

If you suffer bereavement and are unable to sit your exam please call the Exams Team and we will assist you in applying for special consideration.

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

In the event of a fire alarm candidates should remain seated in silence and follow instructions given by the invigilators. Please note that if you are evacuated from the exam room you must remain in exam conditions at all times. When you re-enter the exam room you will re-start the exam and receive the full time allowance for your paper as set by the awarding body. The Exams Team will notify the exam awarding body of the disruption.

## **What happens at the end of an exam**

- The invigilator will announce when you have 5 minutes remaining.
- At the end of the exam time the invigilator will tell you to stop writing.
- You must stop writing immediately (if you continue this is a breach of regulations and you may receive a penalty from the awarding body).
- You should remain silent and facing the front of the exam room – remember, you are under exam conditions until you have left the room.
- Invigilators will collect question papers and answer booklets.
- When you are dismissed by the invigilator you must collect your bags and leave the exam room in silence.

## **Candidates with access arrangements**

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. They allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

Candidates who require access arrangements are assessed at the beginning of the year by the SENCO. They then receive a letter informing them of what access arrangements have been approved for their exams.

Examples of exam access arrangements include: 25% extra time, a reader, a scribe, a sign language interpreter or a modified exam paper.

Candidates with access arrangements may sit their exams in separate rooms. If so they should check their exam timetables to confirm which room they will be in.

## Results

- Provisional A-Level results are released on Thursday 13<sup>th</sup> August 2020 @ 10am
- Provisional GCSE results are released on Thursday 20<sup>th</sup> August 2020 @ 10am
- If you are unable to collect your results when they are released you must give written permission for a parent or other named family member to collect them on your behalf. The parent or family member must bring photo ID to verify their identity.
- Uncollected results are posted out on the same day they are released.
- If you would like results to be sent via email, requests must be made to the Exams Office by 10 July 2020.
- Please note that results will **not** be given out over the telephone

## Post-results services

After you receive your results you may wish to use a post-results service. These are:

### Access to Scripts (ATS)

This service allows candidates to request copies of their marked exam papers to aid further learning. Fees will apply to each paper you request.

### Enquiries about results (EAR) Service 1 (clerical re-check)

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

### Enquiries about results (EAR) Service 2 (review of marking)

- This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly and will also include the clerical re-checks detailed in Service 1. This should be discussed with your subject teacher first and you need to be aware that **you could lose marks as well as gain them in this process.**

All requests for post-results services from internal candidates must be made through the centre  
Deadlines for these services will be given to you when you collect your statement of results.

## Certificates

- You will receive a notification advising when it is time to collect certificates - this varies throughout the year depending on subject and level.
- Unless a student has moved overseas we will not post out any certificates. They must be collected and signed for in person from Top Grades
- Certificates will be kept for 12 months after which they may be securely destroyed.
- If you lose or fail to collect your certificate you will have to apply directly to the awarding body who may charge you a replacement fee of £40+.

## Internal appeals procedures

Internal appeals procedures are available in the Exams Policy section emailed to you.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates For written examinations – effective from 1 September 2019

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: a) <b>notes;</b> b) <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.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>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.</b>
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: 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.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## Appendix 2 - JCQ Information for candidates – Onscreen Testing



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates For on-screen tests – effective from 1 September 2019

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <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.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>d) pre-prepared templates.</li> </ul> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E</b>	<b>Advice and assistance</b>
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: <ul style="list-style-type: none"> <li>a) you have a problem with your computer and are in doubt about what you should do;</li> <li>b) you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the on-screen test</b>
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

## Appendix 3 - JCQ Information for candidates – Non-Examination Assessments

This information relates to the new GCE & GCSE specifications. *“This document tells you about some things that you must and must not do when you are completing your work.”*



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

### **Information for candidates: non-examination assessments**

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

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

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

#### **Preparing your work – good practice**

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Research and using references

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

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

### **The regulations state that:**

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

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

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

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

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

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

## Plagiarism

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

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

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



**This notice has been produced on behalf of:**

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

**Information for candidates – coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

## Appendix 5 - JCQ Information for candidates – Privacy Notice

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



### Information for Candidates

#### Information About You and How We Use It

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

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

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

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

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

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

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

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

## **What happens to the information about you**

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

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

### **Please note**

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



**Information for candidates  
Using social media and examinations/assessments**



Image by Patrice Jones

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

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

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

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

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



**You should be aware that the following constitute malpractice:**

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

**Penalties that awarding bodies apply include:**

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

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

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



Effective from 1 September 2018

## Appendix 7 - JCQ No Mobile Phones 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.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**

©2017 – Effective from 1 September 2017

## Appendix 8 - JCQ Warning to Candidates

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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Effective from 1 September 2014

©2014

## Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to the Exams Officer ([examsoffice@topgradeslearning.co.uk](mailto:examsoffice@topgradeslearning.co.uk)) at least 14 days before your first exam.

If there is anything you do not understand, you should ask Kimberly Millard (Exams Assistant) for clarification.



### Candidate exam handbook

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

**I have read and understand the 2019-2020 JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

**By signing here, I am confirming all of the above**

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY