



# Ercall Wood Academy

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## Student Exam Handbook 2023-24



## Contents

Introduction.....	4
Purpose of the candidate exam handbook.....	4
Malpractice .....	5
Personal data .....	6
Copyright.....	6
Written timetabled exams .....	6
On-screen tests .....	6
Non-examination assessments.....	7
Contingency days - Summer 2024.....	7
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	7
Where you will take your exams .....	8
What time your exams will start and finish.....	8
Supervision during your exams .....	8
Exam room conditions .....	9
Where you will sit in the exam room .....	9
How your identity is confirmed in the exam room .....	9
Centre and candidate numbers .....	9
What equipment you need to bring to your exams.....	9
Using calculators .....	10
What you should not bring into the exam room.....	11
Medication .....	11
What if you think you have the wrong paper?.....	11
Food and drink in exam rooms .....	11
What you should wear for your exams.....	11
Where your personal belongings will be stored during your exam.....	11
What to do if you arrive late for an exam .....	11
What to do if you are unwell on the day of an exam .....	12
What happens if you have an unauthorised absence from an exam .....	12
What happens in the event of an emergency in the exam room .....	13
Candidates with access arrangements/reasonable adjustments .....	13
Results.....	13
Certificates.....	14
Internal appeals procedures .....	15
Appendix 1 - JCQ Information for candidates – Non-examination assessments .....	16
Appendix 2 - JCQ Information for candidates – Written exams .....	17

Appendix 3 - JCQ Information for candidates – Privacy Notice ..... 18  
Appendix 4 - JCQ Information for candidates – Social media and On your exam day..... 19  
Appendix 5 - JCQ Unauthorised Items poster .....20  
Appendix 6 - JCQ Warning to Candidates poster .....21



## Introduction

Ercall Wood 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.

It is the aim of Ercall Wood Academy to make the exam experience as stress free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully so that you are aware of the exam regulations and procedures and share it with your parents or guardians so that they are also aware.

The Examination Boards (sometimes called Awarding Bodies) set down strict criteria which must be followed for the conduct of examinations and Ercall Wood Academy is required to follow them precisely. You should therefore pay particular attention to the JCQ notices at the end of this booklet. Failure to do so can result in disqualification from some or all of your subjects.

If there is anything that you do not understand, please ask. If you or your parents or guardians have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs. Bates, Exams Officer at [EWExamsoffice@taw.org.uk](mailto:EWExamsoffice@taw.org.uk)

## 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 the 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 any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be aware of on the centre's website



## Malpractice

Attempted or actual malpractice activity will not be tolerated. The school will follow the JCQ procedures as described in JCQ's "[Suspected Malpractice in Examinations and Assessment: Policies and Procedures](#)" document.

All candidates should be aware of what malpractice is and the possible consequences;

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

The following are examples of malpractice by candidates with regard to non-examined assessments.

- Plagiarism: the copying and passing off as the candidate's own work the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work which is submitted as the candidate's only
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use
- The alteration of any results document

If a member of staff suspects a candidate of malpractice the candidate will be informed, and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments, and these could also be rejected if similar concerns are identified.

**Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.**

The following are examples of malpractice by candidates in externally assessed examinations.

- Talking during an examination
- Taking a mobile phone into an examination – turned on or off – on purpose or accidentally
- Taking any item other than those accepted by the Awarding Body into an examination such as an iPod, watch, any other electronic equipment, books or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes or papers from another candidate
- Communicating in any way with another candidate

If a member of staff, examination officer or invigilator suspects a candidate of malpractice during an examination, the candidate will be informed, and the allegation will be explained. The candidate will have the opportunity to give his/her side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed, and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

Please see Appendix 5 in the JCQ [Suspected Malpractice in Examinations and Assessments](#) guidance for levels of seriousness and appropriate ranges of penalties applied to candidates

## 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 3](#)).

## Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether or not to terminate such rights

## Written timetabled exams

Candidates will receive a personalised exam timetable once they have been entered for written exams. The majority of written exams will take place in the summer of Year 11, but some will take place during earlier exam seasons.

It is important that you;

- Check your 'Candidate exam timetable' to make sure you know the date and time of all your exams and any relevant information regarding seating arrangements, exam rooms.
- Check that your personal details and exam entries are correct on the exam timetable.
- The name displayed on your exam timetable will be the name on your certificate. If this information is incorrect, tell your teacher or the exams officer.
- Information will also be on the exams notice board so you can double check where and when your exam is.
- Make sure you know the JCQ regulations for Written Exams ([Appendix 2](#)). Ask your teacher to go through it with you.
- Make sure you have read the JCQ exam room posters – Warning to candidates, Unauthorised Items Poster ([Appendix 5](#), on the website and on the exams notice board).

## On-screen tests

On-screen tests are conducted under exam conditions and invigilated in the same way as written exams.

## Non-examination assessments

Some qualifications are not assessed by formal examinations or have elements of coursework which are internally assessed. Your teacher will advise which subjects this applies to.

- Make sure you have read the relevant JCQ information for candidate's documents - non-examined assessments (NEAs) ([Appendix 1](#)) and social media ([Appendix 4](#)). A copy is also available on the Examinations section of the school website. Ask your teacher to go through it with you.
- Ask your teacher when the assessments will take place.
- Ask your teacher when and where the assessments will be.
- Make sure you know your deadlines. Ask your teacher if you don't know.
- Candidates' work will be marked in accordance with the marking criteria provided by the awarding body.
- Ask your teacher when you will know your assessment marks (subject to external moderation), and which NEA work is externally marked.
- Ensure you are familiar with Ercall Wood Academy's *Internal Appeals policy* (see the school website).

## Contingency days - Summer 2024

The awarding bodies have designated **Wednesday 26 June 2024** as a 'contingency day for examinations.

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.

In the event that there is national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled.

Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the **Wednesday 26 June 2024**.

Centres will be alerted if it was agreed to reschedule the examinations and the affected 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.

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

- A clash is when two or more exams are timetabled at the same time.
- If a candidate is taking two or more examinations in a session and the total time is three hours or less, the candidate's examinations will be completed in succession. The candidate can have a short break of no more than 20 minutes which will be

supervised. This must be conducted within the examination room, under formal examination conditions at all times. Therefore, candidates cannot revise or access their personal belongings

- If a candidate is taking two or more papers timetabled in a session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, it is permitted to conduct an examination in a later or earlier session within the same day. However, the security of the examination **must** still be maintained. Candidates must be supervised in line with JCQ requirements. The candidate must not; a) be in possession of an electronic communication/storage device or have access to the internet; b) have contact with any candidate who has sat the examination; c) be coached by a member of centre staff
- Candidates will be able to identify if they have an examination clash when they receive their exam timetable. The examinations will be scheduled in accordance with the above guidance and arrangements
- Candidates who require supervision between morning and afternoon examinations are required to bring a drink and packed lunch for their break. Candidates should also bring any notes they intend to refer to during the period of supervision

### Where you will take your exams

The majority of Year 11 exams will be in the Sports hall. Exceptions will be those with certain access arrangements, but this is at the discretion of the SENCO and examination officer.

Candidates will be issued with a seating timetable advising them of their seat number for each examination. It is expected that candidates know their seat number when entering the examination room.

### What time your exams will start and finish

- Morning exams start at 9:00 am
- Afternoon exams start at 1:30 pm
- Candidates are expected to arrive at least 10 minutes before the start of the exam – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time
- Candidates are expected to stay for the duration of their examination without exception
- Exam times may vary in case of clashes or exams taken in shifts. So always check the times and venues of your exams

### Supervision during your exams

- Exams are supervised by a team of invigilators from outside the school
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times
- These invigilators have to follow strict rules and regulations when conducting exams as directed by the JCQ
- Invigilators cannot discuss the examination paper with you or explain the questions
- The Exams Officer and / or member of the Senior Leadership Team (SLT) will remove any student who is disruptive or behaves in an unacceptable manner from the examination room
- All acts of inappropriate behaviour will be dealt with in accordance with the school's behaviour policy and reported to the JCQ as malpractice



## Exam room conditions

- Candidates in the **Sports hall/additional rooms will line up at the appropriate signage (lane letter) on the MUGA and will be instructed to enter the exam room by an appropriate member of staff**
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates
- The following information will be displayed in the exam room: centre number (29340), subject, paper number, start and finish times and the date of the exam. There will also be a clock, exam regulations, fire regulations and any other pertinent notices.
- Candidates are responsible for producing legible handwriting in their exams, unless you have been granted the use of a word processor
- You should raise your hand if you need additional answer sheets/answer books. If you use additional sheets or booklet, all relevant details must be completed (legal forename/surname, exam number and centre number) to ensure that it can be identified should it separate from your main paper

## Where you will sit in the exam room

- You will sit in exam number order in the exam room where appropriate
- Your legal name and candidate number will be on a candidate card on the desk.
- If you cannot find your desk, please ask the invigilator.

## How your identity is confirmed in the exam room

- The invigilator has access to a photograph of every candidate, so that she/he knows who you are
- There will be a desk card on your desk identifying who you are
- A member of the SLT / Exams Officer will take a register at the beginning of every exam

## Centre and candidate numbers

- You will need to write your centre number and candidate number on all exam answer booklets and additional sheets
- Our centre number is 29340, which will be clearly displayed in each room
- Your candidate number is a four-digit number and will be found on your individual timetable and on the candidate card on your exam desk
- You must write your name and number exactly as shown on your candidate card.  
**Legal** names are used for exams, not '**preferred**' names

## What equipment you need to bring to your exams

Ask your teacher what equipment you are allowed to bring to the exam. Only authorised material can be brought into the exam room ([Appendix 4](#)). You must bring all your own equipment to every exam, if you are not allowed to use any particular item you will be told in the briefing before your exam starts.

- Remember that you need to write in black ink (Please bring spare pens)

- Do not use any of the following in your answers:
  - Correcting pens, fluid or tape
  - Erasable pens / friction pens
  - Highlighters (can be used in printed questions)
  - Gel Pens
- Your pencil case must be see through / clear
- Your water bottle must be see through and have **no label, writing or measurements on it – only water is permitted.**

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them. The instructions at the front of your paper will tell you if these are/not allowed.

As a minimum, your clear pencil case must include:

- Black pens
- Pencil
- Pencil sharpener
- Eraser
- Highlighter
- Ruler (clear)
- Protractor
- Compass
- Calculator (if permitted for your exam)

## Using calculators

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

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 formulae.

### Calculators must not:

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

### The candidate is responsible for the following:

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

## What you should not bring into the exam room

- You are not allowed any electronic materials, earphones (including headphones or air pods) or watches (internet enabled or otherwise) in exams
- Candidates should not be in possession of any notes. Candidates should thoroughly check their pockets prior to entering the exam room
- If you do bring a forbidden item into the exam, you may be disqualified from that exam, or from all exams in the series, depending on the offence

## Medication

- Inhalers are permitted in the exam; however, we must have knowledge of your condition and have it registered with the school office. Inhalers are to be kept in a clear plastic bag on the desk and may be inspected by an invigilator at any time
- If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring) that may be required in the exam, please discuss this with the Exams Officer as soon as possible, as an application to the examining boards may be required

## What if you think you have the wrong paper?

The invigilator will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

## Food and drink in exam rooms

- Clear plastic bottles of water (no other type of drink) are allowed in the exam room, all labels must be removed before entering the room. There should be no writing or measurements on your bottle. These must be kept on the floor, not the exam desk.
- NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Exams Officer.

## What you should wear for your exams

It is a requirement that you wear your full Ercall Wood Academy school uniform for all your exams. There will be no exceptions made. If you arrive in unsuitable clothing, you will be asked to leave.

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

- Candidates should only bring with them the equipment needed for the exam
- **Mobile phones and watches should be left at home, wherever possible**
- All other belongings will be locked in the school container or in the case of an alternative venue at the back of the exam room
- If you have forgotten to leave any unauthorised equipment in safe keeping, you can hand it to an invigilator. It will then be moved to the examination office, where it will be stored safely. You should remember to ask for it back at the end of the exam. Ercall Wood Academy accepts no responsibility for possessions left with the invigilator

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

It sounds obvious, but....ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

- Morning exams start at 9:00 am
- Afternoon exams start at 1:30 pm

- Candidates are expected to arrive at least 10 minutes before the start of the exam – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time.
- A register is taken at the start of each exam to check that all candidates are here.
- **If you are running late for your exam, you or your parents must call the School Attendance Office on 01952 387336 as a matter of urgency. Please inform reception that you are late for your exam and leave a contact number.**

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

- If you are unwell and unable to attend an exam, your parent/carer must contact the school attendance office as a matter of urgency.

### **What happens if you have an unauthorised absence from an exam**

- If you do not attend any part of an external exam for which you have been entered, you will receive a mark of zero for that paper, you may also incur a charge.

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

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The Invigilator /Exam Officer/ SLT will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from SLT, who will be with you very quickly

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing
- You will be given a few minutes to compose yourself and get ready to start
- The amount of time lost will be added on to your exam time so that you do not lose out. The new finish time will be clearly written on the whiteboard at the front of the room

If an evacuation is necessary:

- The invigilator will ask you to leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation.
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.
- Special consideration will be requested for all candidates that were affected by the fire alarm.

### **Candidates with access arrangements/reasonable adjustments**

Access Arrangements are determined by the Special Educational Needs (SENCO), in conjunction with relevant teaching staff and exam office personnel. They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities, or temporary injuries to:

- Access the assessment/exam;
- Show what they know and can do without changing the demands of the assessment/exam

Ercall Wood Academy will apply directly to the awarding bodies for access arrangements on your behalf. You will be notified of your approved access arrangements in writing by the SENCO. Access arrangements are applied for based on your usual way of working. In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements. If your teacher thinks you would benefit from this, they will discuss it in detail with you and make recommendations to the SENCO.

Where possible all candidates with access arrangements will be accommodated in the main exams venue with all other candidates. If a separate venue is necessary, you will be informed, and it will be clearly indicated on your exams timetable.

## Results

- Summer 2024 provisional\* statements of results release date is on Thursday 22 August 2024. Further details will be supplied later in the academic year
- Selected teachers and members of the senior leadership team will be available during the exam results collection window
- Results will **not** be given via telephone under any circumstance
- If you are unable to attend results day in person, the following options are available to you;
  - If you wish any other person (including family members) to collect your results on your behalf, you must complete the 'Candidate Permission form', available from Mrs. Bates, Exams Officer by 14 July 2024. They must bring some form of ID with them on the day
  - If you would like your results to be posted or emailed on results day, you must complete the 'Candidate Permission form', available from Mrs. Bates, Exams Officer by 14 July 2024

\* results are 'provisional' until a certificate has been produced by the awarding body.

## Post-results services

Awarding bodies offer two post results services to candidates (for a fee payable by the candidate);

- Review of results (either a clerical check and/or a review of marking)
- Access to scripts
- The Academy will analyse results and advise if a review of results is appropriate

## Certificates

- Certificates are made available for collection from Ercall Wood Academy on a specific date in November
- If you are unable to attend school on that date, you can collect your certificates in person from the school reception. You will need to show a photo ID
- If you are unable to collect your certificate from reception you must nominate a responsible person and provide written consent that this person may collect your certificates on your behalf. This nominated person must present your written consent and photographic ID to the examination officer
- Uncollected Certificates will be retained by the school for a maximum of two years and then be confidentially destroyed
- Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect your certificates, you will need to obtain duplicates from the relevant Awarding Body. This currently costs in the region of £50.00 per certificate

## Internal appeals procedures

Some subjects that are taught at Ercall Wood Academy require candidates to undertake non-examined assessments (NEA). There are strict regulations and guidelines issued by the awarding bodies regarding the production of this type of work. Copies of these guidelines are included at the end of this booklet. Please take time to read these instructions. ([Appendix 1](#))

## Appendix 1 - JCQ Information for candidates – Non-examination assessments

You **must** read this information if you are taking any qualifications that contain elements of non-examination assessment.

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 or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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

The regulations state that:

'the work which you submit for assessment **must** be your own';  
'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



## Appendix 2 - JCQ Information for candidates – Written exams

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

**This document has been written to help you.**

**Read it carefully and follow the instructions.**

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

### A. Regulations – Make sure you understand the rules

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

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

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

## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

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

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

## Appendix 3 - JCQ Information for candidates – Privacy Notice

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



### Information for Candidates

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

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

AQA	<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.

## Appendix 4 - JCQ Information for candidates – Social media and On your exam day

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



### 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 2022 – Effective from September 2022



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



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

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

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

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

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

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






## On your exam day

This checklist will help make sure you are as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

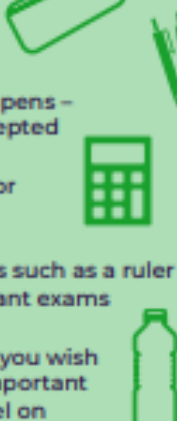
### Before sitting your exams, ensure:

- You know the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

### What you cannot take into the exam:

- Any type of phone
  - Revision notes
  - Any type of watch (this includes analogue, digital and smart watches)
- 

### What you will need:

- A clear pencil case
  - At least two black ink pens – blue pens are not accepted
  - An approved calculator for relevant exams
  - Appropriate apparatus such as a ruler or protractor for relevant exams
  - A clear water bottle if you wish to take one in – it is important it does not have a label on
- 

### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator
- Fill in your details on the front of your exam paper
- If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## Appendix 5 - JCQ Unauthorised Items poster

This poster will be displayed outside and inside 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.”



## Appendix 6 - JCQ Warning to Candidates poster

This poster will be displayed outside and inside 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.

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