



Saint John Houghton Catholic Voluntary Academy

Candidate Exam Handbook

2022

Centre Number: 23234

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

Saint John Houghton Catholic Voluntary Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of **this** handbook

- To complement the candidate briefing sessions
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To advise where examinations will take place and at what time
- What to take/not to take into an examination room
- What to do if a candidate is ill on the day of an examination
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room (e.g., mobile phones, watches of any description, earphones/earbuds, notes etc)
 - Breaches of examination conditions
 - Disruptive behaviour
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) by means of talking, written or non-verbal communication
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments
 - Inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist, or sexist material in scripts

Refer to JCQ ICE booklet 24 and the Indicative sanctions against candidates (Appendix 6, Suspected Malpractice - Policies and Procedures)

Refer to Information for candidates – social media (Effective from 1 April 2020)

You need to know that the following would be malpractice:

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

Managing Behaviour Policy and/or Malpractice Policy (Exams)

Personal data

Overtyping here any relevant information.

Examples

- 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 (insert where this is located...)

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

Copyright

Overtyping here any relevant information.

Examples

- 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 to terminate such rights

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media (copies attached at end of document)
- Your subject teacher will advise you with plenty of notice when and where assessments will take place
- How candidates are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- You will be informed of your centre assessed marks before they are submitted to the moderator of the awarding body. (Please note that these marks are **centre assessed marks only** and that they are subject to change through the awarding bodies moderation process)
- Once you have received your marks, you may request a review within a given timescale of the centre's marking before the marks are submitted.
- If you request a review, then you must put your request in writing giving reasons for the request.
- The review will be carried out by an assessor of appropriate competence and has had no previous involvement or no personal interest in the assessment of the candidate.
- Following the review, the candidate will receive written confirmation of the outcome
- Which NEA work is externally marked/assessed etc.

[Instructions for conducting non-examination assessments,](#)
[Information for candidates' documents](#)

The centre will... notify candidates, entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates (coursework, non-examination assessments, on-

screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ Unauthorised items and Warning to candidates posters. ([GR 5.8](#)))

Written timetabled exams

- You will have received Candidate statement of entry (to check that personal details are correct and that candidates are aware of all their exam entries and dates and start)
- If any of this information is incorrect, please notify Mrs Morris, Examinations Officer immediately.
- The JCQ information for candidate's documents – written examinations, social media are attached at the end of this booklet
- Exam room posters – Warning to candidates, Unauthorised items are attached at the end of this booklet

Refer to [GR 5.8](#)

Contingency day - Summer **2022**

The Joint Council for Qualifications announced that Wednesday 29th June 2022 has been designated as a “**contingency day**” for examinations

This day is in the event of a national or local disruption to examinations during the GCSE common timetable

In the event that the Head of Centre decides that Saint John Houghton Catholic Voluntary Academy cannot be opened for scheduled examinations, no other facilities available to accommodate examinations at that time or the awarding bodies need to invoke their own contingency plans and after consultation with each awarding body, the 29th of June will be used to reschedule.

Please ensure that no personal arrangements have been booked during the examination period including contingency day as we cannot change dates of examinations on the timetable for this

Refer to [ICE 15](#)

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

- JCQ guidance on what constitutes a timetable clash – this is where two or more examinations are timetabled for the same day and start time
- If you notice that you are due to sit two or more examinations at the same time, they will normally be sat one after the other in the same room
- Candidates will be given a supervised rest break of no more than 15 minutes between different subject examination papers
- The break will be conducted within the examination room, under formal conditions
- Candidates cannot revise during this period or have access to their bags, mobile phones etc.
- There are occasions when there is a timetable clash that requires the examination to be held in two separate locations, therefore after the first examination or completion of a subject, you will be escorted by an invigilator to the next examination. You must not talk to anyone or go to the toilet unsupervised. You will not have access to your bag.

- **If you use school transport, it will not always be possible to hold the buses to wait for you due to the length of the examination. You must make alternative arrangements to get home**

Refer to [ICE 7](#)

Where you will take your exams

Examinations will normally take place in the gym, and you will be seated in candidate number order (usually the same seat for every examination except for MFL listening examinations)

Some candidates will be taking their examinations in Room 1 (LRC) or an alternative room. Please check daily the whiteboard adjacent to Room1 for further information

What time your exams will start and finish

- Examinations will start at 9:00 am and 1:15 pm
- You **must** arrive at least 10 minutes before the published start time to be seated and enter immediately you are invited into the examination room
- It is the policy of Saint John Houghton Catholic Voluntary Academy, that **ALL** candidates will stay for the published duration of each examination
- Those candidates that have access arrangements for extra time are expected to use this time but may leave after the published duration
- Please note that those candidates who have extra time and use school transport, may need to make alternative provision to get home

Supervision during your exams

- Exams are supervised by a team of external invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- They will record the start and finish time of each examination. Any absentees, candidates requiring toilet breaks, or any other persons entering the room during the examination.
- They will also record any fire alarms, disturbances, or distractions
- This will include any **misconduct or malpractice** incidents
- **The school has a duty to report anyone who does not comply with the rules and regulations set by the examination boards**
- **These incidents will be reported immediately to the awarding body. The awarding body may decide not to accept your answer paper and in certain circumstances may exclude you from all their other examinations**
- Warning notices are displayed outside of each room and copies are attached at the end of the booklet
- **ALL POCKETS MUST BE EMPTY BEFORE ENTERING THE EXAMINATION ROOM**

Exam room conditions

- A senior member of staff and the examinations officer will be present to invite you into the examination room (Room 1 and other alternative room, the lead invigilator will invite you in)
- JCQ regulations are that candidates are under formal exam conditions from the moment they enter the exam room until they have been dismissed and **out of the examination room**. This means that you must not talk once you have entered or left the room (Invigilators will record the name of any candidate who is noted to be talking)
- Once seated, a senior member of staff or the examinations officer will lead you in a short prayer before the examination instructions are given to you

- Candidates must listen to and always follow the instructions of the invigilator in the exam room
- This will also contain information of what to do in the event of an evacuation of the room
- Candidates must not communicate with or disturb other candidates
- Within the examination room, there will be clocks visible to all candidates
- There will also be prominently displayed, information regarding the examination, centre number (23234), subject of the examination, paper number and any unit/code, the actual start and finish time and date of each examination
- The examinations officer or lead invigilator will read the relevant information relating to the completion of the front of the answer books e.g., first name and last name that matches their entry information. This must be in black pen only and in capital letters. **This must not be completed until instructed to do so by the examination's officer/invigilator**
- You will also be advised of any erratum notices received from the awarding bodies. Please listen carefully to what is being said
- At the end of the instructions, the examination's officer/invigilator will ask if there are any questions, and will then state the duration of the examination, state the time, and advise you to start the examination
- **You must not start before this instruction is given as this may constitute as malpractice**
- When leaving the examination room, you must not make a noise or create any disturbance as there may be other candidates still taking examinations
- When you are dismissed, you will be asked to leave in rows. You must walk to the front of the row, along the front and down the last aisle to the exit door

Refer to [ICE 19](#)

Where you will sit in the exam room

- Candidates will sit in candidate number order (found on your name card) and will sit in the same seat for every examination except for MFL listening examinations
- If you are unable to find your seat, **do not wander around the room or advise another candidate where they may be sitting.** Ask an invigilator to help you find your seat

How your identity is confirmed in the exam room

- On each desk will be a laminated name card, which states the candidate's name, candidate number, centre number and photograph of the candidate.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

- Candidates must bring all necessary equipment for each examination i.e., **Black pens only**, pencils, erasers, pencil sharpener, ruler and where required mathematical drawing equipment, calculator, and coloured pencils. **(It is not the school's responsibility to provide this) (Calculator lids must not be brought into the examination room)**
- All stationery must be contained in a clear plastic pencil case or clear plastic A\$ wallet
- School will supply any graph or tracing paper as and when required

Refer to [ICE 18](#)

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
- The instructions on the question paper will say whether a calculator is not allowed or expected to be used in an examination
- If the instructions on the question paper do not include either of these statements, calculators are treated as standard equipment and may be used by the candidate
- Where the use of a calculator is allowed, **candidates are responsible** for making sure that their calculators meet the awarding bodies regulations

Refer to [ICE 10](#)

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

Calculators must be:

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

Calculators must not:

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

The candidate is responsible for the following:

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

What you should not bring into the exam room

- JCQ information regarding unauthorised items
- Mobile phones
- Watches of any kind
- iPod

- MP3/4 players or similar devices
- Any electronic device
- Headphones, earphones/earbuds etc
- Notes of any description
- Candidates must not have writing/drawings of any description on their hand's arms etc.
- Possession of any unauthorised materials is breaking the rules, **even if you did not intend to use it**, and you will be subject to a penalty and possible disqualification
- **In all instances, please make sure that your mobile phone is turned off and not just put into silent mode**
- **It is your responsibility to remember to do this**
- **If a mobile phone goes off (even if outside the examination room) it is considered to be malpractice and will be reported to the awarding body**

Food and drink in exam rooms

- Saint John Houghton does not permit any food including chewing gum to be brought into the examination rooms
- If candidates have a medical condition that requires the necessity to have a glucose drink or sugary food, then please advise the examinations officer as soon as possible **(before the examination period commences)**
- You will be asked to bring in your own supply and this will be kept at the front of the examination room
- Bottles of water are permitted as long as they are in a clear plastic bottle, free of all labels and with a sports type, flip top. **No other types of bottles will be permitted**

Refer to [ICE 18](#)

What you should wear for your exams

- Whenever you are in school for whatever reason, you must wear the correct school uniform. Please do not arrive inappropriately dressed; this will cause embarrassment and maybe distressing at a time when you want to remain calm
- The normal rules still apply to hair, make-up, nail varnish and jewellery

Where your personal belongings will be stored during your exam

- All unauthorised materials must be left in your bag (or not to be brought into school) and for those candidates taking examinations in the gym, bags will be left in the corridor immediately outside of the gym (do not obstruct the corridor leading down to the PE changing rooms or doors)
- For those candidates taking examinations in Room 1 or other alternative room, all unauthorised materials should be placed in your bag, and these will be placed either at the front or rear of the room
- Any items inadvertently brought into the examination room, must be placed inside the A4 plastic wallet provided on the desk and handed to an invigilator
- **In all instances, please make sure that your mobile phone is switched off and not in silent mode**
- **It is your responsibility to remember to do this**
- **If a mobile phone goes off, it is considered to be malpractice and will be reported to the awarding body**

What to do if you arrive late for **your** exam

- If you arrive after the start of the examination, you must report to the examination's officer via reception
- **Do not go directly to the examination room as you must be escorted into the room**

- You will be allowed to sit the full duration of the examination if your arrival is within the permitted guidelines
- If you arrive very late for an examination lasting more than 1 hour i.e., after 10 am for a morning examination or after 2:30 pm (official JCQ start time is 1:30 pm) for an afternoon examination, you will be allowed to sit the examination and the awarding body will be informed giving details as to why the candidate arrived late. If the awarding body feels that the reason for arriving very late is not justifiable, they have the discretion not to accept your script
- For examinations that last for less than an hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time and the same rules as above will apply

Refer to [ICE 21](#)

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

- If a candidate is unwell and unable to attend an examination, **the parent or carer must contact school immediately and before 8:00 am on the day of the examination. (If the illness is likely to last more than one day, school will expect to receive a call each morning before 8:00 am)**
- Medical evidence **MUST** be provided for each day that a candidate does not attend for an examination that they have been entered for
- If you are taken ill during an examination, speak to an invigilator immediately. You will be taken from the examination room under supervision and the examination's officer will be alerted
- You will remain under supervision until such time as it has been agreed if you are fit to continue (all remaining time of the examination will be allowed) or if you need to go home
- In both instances the examination's officer will contact the awarding body to see if Special Consideration would be considered. (Please do not think that special Consideration will automatically be approved. Each case is individually reviewed by the awarding body, and it is their decision if the request is approved. Saint John Houghton is not advised of the outcome until results day)
- In reaching their decision, the awarding body may request supporting evidence as to the reason for not attending the examination.
- If this is requested, the examinations officer will contact parents/carers immediately to request the evidence. This must reach us within 3 school days of the date of the first missed examination

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

- If you do not attend an examination without a valid reason, Saint John Houghton Catholic Voluntary Academy **will invoice** parents/carers for the cost of all missed units
- This amount will be based on the fees applied by the awarding bodies for each unit
- If you catch school transport and it does not appear to be running on time, it is your responsibility to arrange alternative transport to school to ensure that you arrive on time for the start of the examination

Refer to [ICE 22](#)

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

- The lead invigilator will advise candidates of the actions to follow
- In the event of the fire bell going off, you will be asked to stop writing, close your answer book, follow an invigilator **in silence** to the designated area during examination period (fence near the long jump pit)

- You must remain in silence until the all clear is given and then you will be escorted back into the examination room, remaining silent throughout.
- Once seated you will be given a few moments to compose yourself and any remaining time of the examination will be given to complete the examination
- In the event of any other emergency, an invigilator will inform the examination's officer and a member of SLT who will determine any actions to be taken
- In all events, the awarding body will be informed immediately

Refer to [ICE 25](#)

Candidates with access arrangements/**reasonable adjustments**

- Those candidates that have access arrangements in place will already know what has been approved for them
- Candidates with access arrangements other than only 25% extra time will take their examinations in Room 1.
- Candidates with 25% extra time only will be allocated an alternative room for the four core subjects (Maths, English, Science & Religious Studies and will join the main cohort in the gym for optional subjects (see whiteboard daily for details)
- If an examination takes place in the afternoon, Saint John Houghton cannot hold the school buses. Please ensure that you have made alternative arrangements to get home

Results

- Provisional statements of results will be issued/distributed on Thursday 25th August 2022
- Saint John Houghton will be open from 9:00 am until 11:00 am for candidates to collect their results in person
- If a candidate is unable to collect in person, then the examination's officer must receive a signed letter of authority nominating a named third person to collect on their behalf (GDPR)
- The nominated person will be asked for ID before the results are handed to them
- The Headteacher and some teaching staff will be in attendance during the course of the morning should a candidate wish to discuss their results
- Any uncollected results will be posted out first class that day to the address we hold on record
- If a candidate wishes to have the results posted elsewhere, then we require a signed letter of authority confirming the address and a stamped addressed envelope. This must be handed in before the candidate leaves school
- **WE DO NOT GIVE RESULTS OUT OVER THE TELEPHONE OR VIA EMAIL**

Refer to [GR 5.12](#) and [Post-Results Services](#) **information**

Post-results services

- After production of the GCSE results, you may wish to discuss them with subject teachers if they were not what you were expecting
- Having spoken to the subject teacher, you may want to request a Review of Results (RoR). This process involves: -
 - 1) Discussion with the teacher who would confirm if they would support your request (e.g., if your grade was 1 mark below the next grade) (They would not support a RoR for anything further)
 - 2) Requests for post results services must be made through Saint John Houghton Catholic Voluntary Academy and not directly to the awarding body
 - 3) If the teacher supports your request, they will discuss with you, which paper(s) for that subject that they think there would be a possibility of an increase in marks

- 4) Completion of a Candidate Consent Form alternatively an email from your personal email address, giving your reasons why you want a review. (You cannot complete a Candidate Consent Form until after the results have been published)
- 5) We cannot accept requests from parents/carers
- 6) You must be aware that if a submission is made to the awarding body for a RoR, marks and subject grades can **be lowered**, and the new mark/grade will stand as the final result
- 7) The awarding bodies will publish a deadline date for all requests to be submitted to them. This will be advised nearer results day.
- 8) There is a fee levied for this service payable in advance of the request being submitted to the awarding body
- 9) Access to Scripts, Reviews of Results and Appeals procedures can be obtained on request

Refer to [GR 5.13](#) and [Post-Results Services information](#)

Certificates

- Certificates are despatched to schools once all post-results services have been completed (usually early November)
- Pre covid, certificates were awarded at Celebration of Achievement evening (late November) – Head teacher will decide at a later date if this will go ahead. If this does not happen, certificates will be available to be collected by the candidate from reception from Monday 29th November 2022
- Certificates will remain in reception until the Christmas break, after that they will be archived, and a minimum of 48 hours' notice will be required before they can be collected.
- If the candidate cannot collect in person, then a signed letter of authority from the candidate must be given naming a 3rd party to collect on their behalf, (GDPR)
- If certificates have not been collected after one year, then they will be destroyed (JCQ regulations) and an advice sent to the awarding body. Candidates would then have to contact each awarding body to request duplicates. There is a fee payable for each certificate that must be paid for by the candidates

Refer to [GR 5.14](#)

Internal appeals procedures

Saint John Houghton Catholic Voluntary Academy is committed to ensuring that whenever staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents

- When you have completed a piece of work, the subject teacher will advise you of the mark they have awarded
- These marks are only indicative and not actual marks that the awarding body will apply
- Before these marks are submitted to the awarding body, you will be given a letter advising you of your right to appeal against the internal mark awarded
- The letter will explain that you have 48 hours in which to request an appeal, in writing, giving the reasons for the request
- Your work will then be reviewed by someone else to consider the mark awarded within the guidelines submitted by the awarding body. This can take up to one week to complete the review
- A letter will then be given you confirming the actions taken and if there have been any changes made to the mark awarded
- Please note that the marks awarded by the teacher can be changed by the moderator of the awarding body during the moderation process
- A copy of the Internal Appeals Procedures may be made available on request

Complaints and appeals procedure

Saint John Houghton Catholic Voluntary Academy has a policy in place confirming its compliance with the JCQ's General Regulations which will cover general complaints regarding the centre's delivery or administration of a qualification

- A candidate or parent/carer may make a complaint on the grounds listed: -
- Teaching & Learning
- Access Arrangements
- Entries
- Conducting examinations
- Results and Post Results

If a candidate or parent/carer has a general concern or complaint about the delivery or administration of a qualification, he/she is following, SJH would encourage him/her to try to resolve this informally in the first instance.

A concern or complaint should be made in writing to the Office Manager, marking the letter "examinations"

If a complaint fails to be resolved informally, the candidate or parent/carer is then at liberty to make a formal complaint

In this instance, a complaint should be submitted in writing by completing a complaints and appeals form stating the grounds for appeal

These forms are available from the examinations officer

Forms received are logged and acknowledged within 3 school days

The Headteacher will nominate a member of staff to investigate the complaint, liaising with the subject teacher, examinations officer and any other relevant staff

The findings and conclusion will be provided to the complainant within one week of the complaint being acknowledged

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted

If you wish to make an appeal, the examinations officer will advise you of the next steps, but all information is available within our Complaints and Appeals Procedures which can be made available on request

Refer to [GR 5.8](#)

JCQ Information for candidates - coursework

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

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

A copy of this can be found on the SJH website

JCQ Information for candidates – non-examination assessments

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

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

A copy of this can be found on the school website

JCQ Information for candidates – written exams

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

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

A copy of this can be found on the school website

JCQ Information for candidates – Privacy Notice

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

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

A copy of this can be found on the school website

JCQ Information for candidates – social media

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

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

A copy of this can be found on the school website

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”

<http://www.jcq.org.uk/exams-office/exam-room-posters>

A copy of this can be found on the school website

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

<http://www.jcq.org.uk/exams-office/exam-room-posters>

A copy of this can be found on the school website

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 Mrs J Morris, examinations officer by Tuesday, 3rd May 2022.

If there is anything you do not understand, you should ask Mrs J Morris or Mrs C Hartharn 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 2021-2022 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