

Saint John Houghton Catholic Voluntary Academy



CANDIDATE EXAM HANDBOOK 2023

Centre Number: 23234



**St Ralph
Sherwin**
Catholic Multi Academy Trust

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Introduction

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

Purpose of this handbook

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

Malpractice

- *To maintain the integrity of qualifications, strict Regulations are in place*
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to the current [Information for candidates – 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.

You may also want to make reference to your centre's **Managing Behaviour Policy** and/or **Malpractice Policy (Exams)**

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

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

Copyright

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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)
- When 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.
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed etc.

Refer to [Instructions for conducting non-examination assessments](#), (Foreword) and [Information for candidates documents](#)

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

- Candidate statement of entry (to check that personal details and exam entries are correct)
- What to do if this information is incorrect
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.
- The JCQ information for candidates documents – written examinations, social media
- Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)

Refer to [GR 5.8](#)

Contingency days - Summer 2023

The Joint Council for Qualifications (JCQ) announced the following dates have been designated as "**contingency days**":

- Thursday 8th June PM
- Thursday 15th June PM
- Wednesday 28th June

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

Candidates must remain available until Wednesday 28 June 2023 should examinations need to be rescheduled.

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 exams at the same time, they will normally be sat one after the other in the same room.
- Candidates may also be given a supervised break. The break will be conducted within the exam room, under formal conditions
- Candidates cannot revise or have access to their personal belongings during the supervised break
- There are occasions when there is a timetable clash that requires the examinations to be held in two separate locations, therefore after the first exam, you will be escorted by an invigilator to the next exam. You must not talk to anyone and will not have access to your bag.
- If the examinations are timetabled for an afternoon session, it will not always be possible to hold the school buses to wait for you due to the length of the examination(s), **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 Modern Foreign Language listening exam)
- Candidates will meet near the fitness suite and will enter the exam room via the door opposite to the fitness suite. In the event that it is raining, candidates will meet near Emmaus. **DO NOT WAIT IN THE PE CORRIDOR**
- Some candidates will be taking their examinations in room M6.
- Please read daily, the whiteboard adjacent to M6 for further/updated 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
- It is the policy of Saint John Houghton Catholic Voluntary Academy that **all** students 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 of the examination

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 and SJH
- They will record the start and finish time of each examination, any absentees, candidates requiring toilet breaks, or any other person entering the room during the exam
- Any other incidents will also be recorded e.g. fire alarms or other distractions
- They will also record any **misconduct** or **malpractice** incidents etc
- **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 will consider the information provided and they then may decide not to accept your answer paper and in certain circumstances may exclude you from all of their other examinations**
- Warning notices are displayed outside of each examination room

Exam room conditions

- A senior member of staff and the exams officer will be present to invite you into the exam room (Access room the lead invigilator will invite you in)
- JCQ regulations state that candidates are under formal exam conditions from the moment they enter the exam room until they are dismissed and outside of the exam room. This means that you must not talk from entering the room until you are outside
- Please have consideration for other candidates who may still be taking the exams
- 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 exit the door
- Once seated, a senior member of staff or the exams 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(s), before, during and after the examination has finished
- Information will be given in the event of an evacuation of the room
- Candidates must not communicate with or disturb other candidates
- Within the exam room, there will be clocks visible to all candidates
- There will also be information regarding the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam
- The exams officer or lead invigilator will read the relevant information relating to the completion of the front of the answer books, **this must not be completed until instructed to do so**
- There will also be instructions given regarding the use of additional answer sheets/answer books and any addendum notices
- At the end of the instructions, the exams officer/lead invigilator will then state the duration of each examination, state the time and advise you to start the exam.
- **Candidates must not open the question paper until the examination begins as this will constitute as malpractice**

Refer to [ICE 19](#)

Where you will sit in the exam room

- Candidates will sit in candidate number order and will seat in the same seat for all examinations, except for MFL listening examinations.
- A very few candidates may be seated out of candidate number order due to medical issues or requiring additional support
- If you are unable to find your seat, do not wander around the exam room. Ask an invigilator to help find where you are sitting

How your identity is confirmed in the exam room

- On each desk there will be a card stating the candidate's name, candidate number, centre number and photograph of that candidate

What equipment you need to bring to your exams

- Candidates must bring all necessary equipment for each examination i.e. **2 black pens (spare in case the first runs out)**, pencils, erasers, pencil sharpener, ruler and where required mathematical drawing equipment, calculator and coloured pencils. Highlighters maybe used to highlight within a question but not in an answer. (Calculator lids are not allowed in the examination room. **It is not the school's responsibility to provide any equipment**
- All stationery must be brought in a clear plastic pencil case or clear A4 plastic 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 are expected to be used in the exam
- If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by the candidate

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

- **Mobile phones**
- **Watches of any description**
- **Any other electronic device**
- **Headphones/earpieces**
- **Notes of any description**
- Candidates must not have any writing/drawings of any description on their hands
- **Possession of any unauthorised materials is breaking the rules, even if you did not intend to use it.**

- **IF UNSURE, PLACE IT IN THE PLASTIC WALLET PROVIDED AND HAND IT IN TO AN INVIGILATOR**
- **All items should be left in your bag, outside of the exam room. Mobile phones should be switched off as it is considered to be a Malpractice offence, even if the phone goes off and is in your bag**
- **If any of the regulations are breached, then a Malpractice report will be sent to the awarding body**

Food and drink in exam rooms and Toilet breaks

- Saint John Houghton Catholic Voluntary Academy does not allow any food or drink (except water in a clear water bottle (NO LOGO's or LABELS) including chewing gum to be brought into the examination room
- If a candidate has a medical condition that requires the necessity to have a glucose drink or sugary food, then please make the exam's officer aware as soon as possible (**before the exam period commences**)
- You will be asked to bring your own supply, and this will be kept at the front of the exam room
- Toilet breaks **will not be permitted within the first hour of the start of an examination or during the last 15 minutes of the examination, unless you have a toilet pass, which will need to be seen by the invigilator**
- If you do not have a toilet pass and develop certain symptoms requiring more frequent use of the toilet, then a doctors medical note must be produced

GO BEFORE YOU ENTER THE EXAM ROOM allowing time to still be present at the exam room 10 minutes before the start of the exam

Refer to [ICE 18](#)

What you should wear for your exams

- Whenever you are in school for whatever reason, you must wear correct school uniform. Please do not arrive inappropriately dressed, this may cause you embarrassment and maybe distressing at a time when you may wish to remain calm. **NO HOODIES**
- The normal rules apply to hair, make-up, nail varnish and jewellery

Where your personal belongings will be stored during your exam

- All unauthorised materials should be left in your bag (or not brought into school)
- Candidates taking their examinations in the Gym, will leave their bags out 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 M6, all unauthorised materials must be placed in your bag and stored at the back of the room
- **In all instances, please make sure your mobiles are switched off. Do not put into silent mode**
- It is your responsibility to remember to do this
- **If a mobile phone does go off, it is considered to be Malpractice and will be reported to the awarding body, and this will normally result in either a zero mark for that paper or a disqualification of the subject**

What to do if you arrive late for your exam

- If you arrive after the start of the examination, you must report to reception and ask for the exams officer.
- **Do not go directly to the exam room as you must be escorted into the room**
- You will be allowed the full duration of the exam if your arrival is within the permitted guidelines

- If a candidate arrives very late for an exam lasting more than one hour i.e. after 10:00 am for a morning exam or after 2:30 for an afternoon exam, you will be allowed to sit the exam and the awarding body will be informed giving details as to why the candidate arrived late. It is at the discretion of the exam board if the candidate's reason is justifiable or not to accept the script for marking
- For exams that last for less than one 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 exam, **the parent or carer must contact school immediately and before 8:00 am on the day of the exam. (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 (doctor's letter)
- If you are taken ill during an exam, speak to an invigilator immediately. You will be taken from the exam room under supervision and the exam office will be called
- You will remain under supervision until such time as it has been agreed if you are fit to carry on (the remaining time of the exam will be allowed) or if you need to go home after a call to speak to a parent
- In both instances, the exams officer will contact the awarding body to see if Special Consideration would be automatically 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 also request supporting evidence as to the reason for not attending the exam.
- If this is requested, the exams officer will contact you immediately to request the evidence. This must reach school within 3 days of the date of the first missed exam.

What happens if you have an unauthorised absence from your exam

- If you do not attend an exam without a valid reason, Saint John Houghton Catholic Voluntary Academy **will invoice** parent/carer for the cost of all missed units/exams
- This amount will be based on the fees applied by the awarding body 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 in time for the exam

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 paper, follow an invigilator in silence to the designated area (fence near long jump pit). You must remain in silence until the all clear has been given and then you will be escorted back into the exam room, remaining silent throughout, where you will be given the remaining time of the exam plus the time out of the room for the evacuation.
- In the event of a Lockdown situation, the lead invigilator will follow the procedures as determined in the lockdown policy.
- In the event of any other emergency, an invigilator will inform the exams officer and a member of SLT who will determine any actions.
- 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 will already know what has been approved for them
- Candidates with access arrangements will take their examinations in a separate room which will be advised beforehand, and any changes will be notified to them on the whiteboard near room M6 with any daily exam updates/changes
- An exception to this would be if a candidate is taking the modern foreign language listening examination, again a notification will be published on the whiteboard as to the rooms that have been allocated
- If an exam takes place in the afternoon, SJH can only hold the school buses back for a few minutes. If the exam goes beyond the time school closes, please ensure that you have made alternative arrangements to get home

Results

- Provisional statement of results will be issued/distributed in school on Thursday 24th August 2023
- School 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, in exceptional circumstances, they can be collected by a third party. IF COLLECTED BY A THIRD PARTY, WE MUST HAVE A SIGNED, WRITTEN CONSENT FROM THE CANDIDATE, NAMING THE THIRD PARTY, WHO MUST ALSO BRING ID. (GDPR)
- **PLEASE NOTE, WE DO NOT SEND OUT RESULTS BY EMAIL OR MAKE / RECEIVE TELEPHONE CALLS FOR RESULTS**
- Senior members of staff will be available during the course of the morning to discuss any issues you may have regarding the provisional results
- Any results not collected by 11:00 am, will be posted out the same day, first class to the address we have on record. If you require the results to be posted to an alternative address, we require a signed letter of authority and a stamped addressed envelope before you leave school.

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

Post-results services

- After production of results, curriculum leaders will review them and may want to request access to your scripts or a review of results. To do this, they will need your authorisation, therefore school may contact you either by phone or by email. An explanation will be given to you at that time as to the reason for their request.
- A candidate may also request a review of results if they believe that the grade awarded is incorrect. You must contact the exams officer in writing, giving your name, the subject that you wish to be reviewed and the reason why.
- This will then be discussed with the curriculum leader who will consider the request.
- If they do not support your request, you may still proceed and the exams officer will advise you on the process and the fees involved, **payable by the candidate** before the request can be submitted to the awarding body.
- Post results services must be made directly to school and not to the awarding bodies
- Candidates must be aware that if a review of results is submitted, **GRADES CAN GO DOWN AS WELL AS UP**
- As there is a deadline to submit any requests for a review, candidate requests must be received by SJH no later than Friday 8th September 2023
- If you request a review of results and the grade goes down, you may make an appeal in writing, stating the grounds for appeal. The appeal must come through the Head Teacher who will review your request and after consideration will advise you if the appeal has been submitted to the awarding body.
- Outcomes of any reviews of results or appeals will be notified to the candidate as soon as they are received from the awarding body
- NO WRITTEN AUTHORITY FROM CANDIDATE – NO REVIEW OF RESULTS
- We cannot accept signatures from parents/carers

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

Certificates

- Certificates are dispatched to schools once all post results services have been completed (usually early November)
- Certificates will be available to collect from reception without prior notice from Monday 21st November 2023 until school breaks up for the Christmas period, unless advised otherwise.
- After Christmas, the certificates will be archived, and we will require 48 hours' notice to collect a certificate.
- Students can collect in person or give a signed letter of authority for a 3rd person to collect on their behalf
- Certificates are retained for a minimum of 1 year (JCQ regulations), maximum 2 years. Any uncollected certificates will then be destroyed, and an advice sent to the awarding body. Candidates would then have to contact each awarding body to request a duplicate. There is a fee for each certificate requested

Refer to [GR 5.14](#)

Internal appeals procedure

- Saint John Houghton Catholic Voluntary Academy is committed to ensuring that whenever its staff mark candidates work, this is done fairly, consistently and in accordance with the awarding body's specifications 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 the 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 reason for the request
- Your work will 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 to 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 subject 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

Refer to [GR 5.3x](#), 5.7 and 5.13

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 exams
 - ✓ Results and post Results

- If a candidate or parent/carer has a general concern or complaint about the delivery or administration of a qualification they are following, SJH would encourage them to try to resolve this informally in the first instance.
- A concern or complaint should be made in writing to the exams officer
- 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 exams officer
- Forms received are logged and acknowledged within 3 school days
- The Head Teacher will nominate a member of staff to investigate the complaint, liaising with the subject teacher, exams officer and any other relevant staff
- The findings and conclusion will be provided to the complainant within one week of the complaint being acknowledged by the exams officer
- 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 exams 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.

See separate document

APPENDIX 2

JCQ Information for candidates – non-examination assessments

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

See separate information

APPENDIX 3

JCQ Information for candidates – written exams

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

See separate document

APPENDIX 4

JCQ Information for candidates – Privacy Notice

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

See separate document

JCQ Information for candidates – social media

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



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



Image by Patrice Jones

**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.



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:

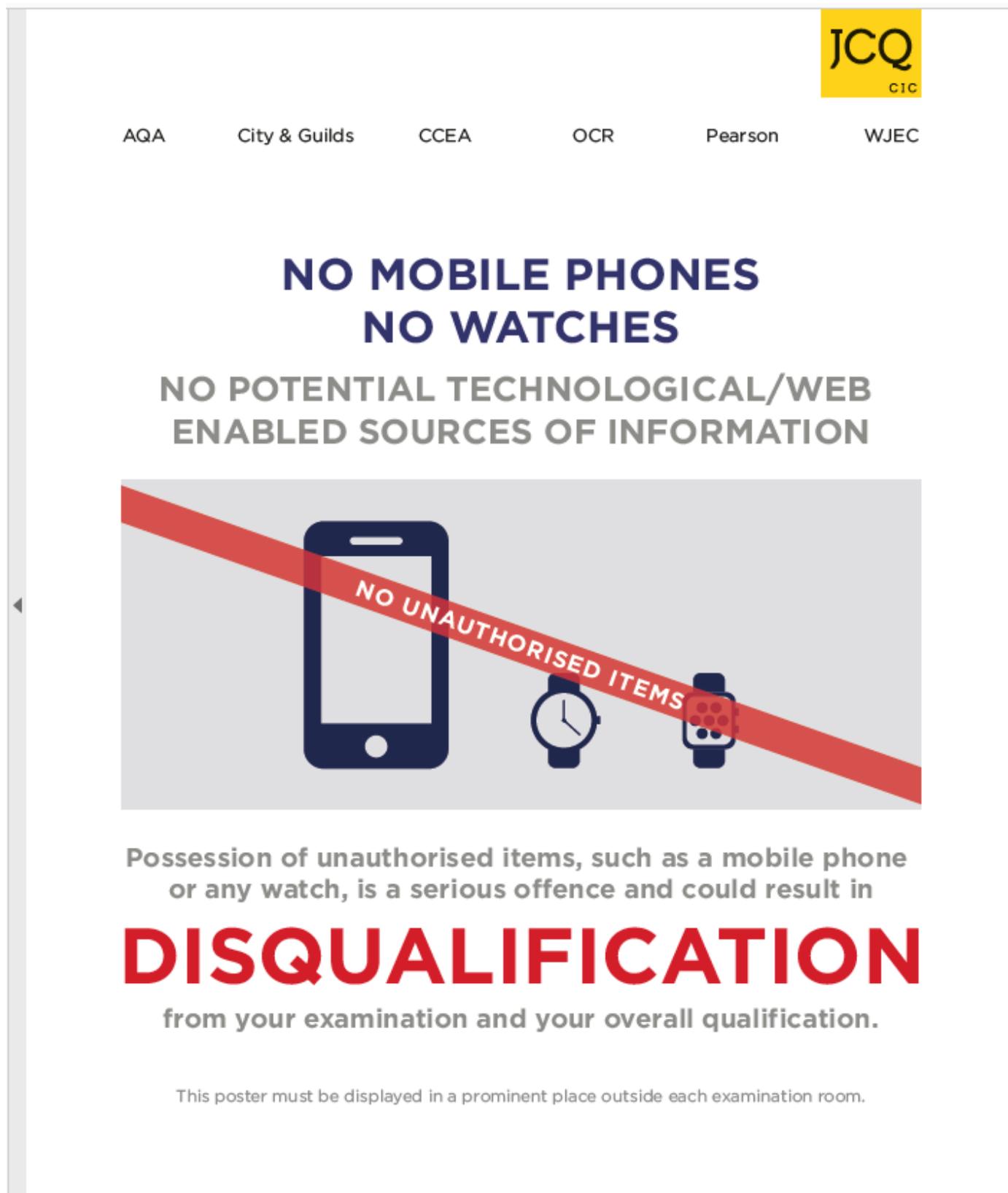
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2022 – Effective from September 2022

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 or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



The poster features the JCQ CIC logo in the top right corner. Below it, a horizontal line lists the following exam boards: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main title reads "NO MOBILE PHONES" and "NO WATCHES" in large, bold, dark blue letters. Below this, it states "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION" in a smaller, grey font. The central graphic shows icons of a mobile phone, a wristwatch, and a smartwatch, all crossed out by a thick red diagonal line that contains the text "NO UNAUTHORISED ITEMS" in white. At the bottom, the text reads: "Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification." A final note at the very bottom states: "This poster must be displayed in a prominent place outside each examination room."

JCQ Warning to candidates poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

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 reception for Mrs Morris by 27th March.

If there is anything you do not understand, you should ask Mrs Morris, Exams Officer 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 2022-2023 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
- 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