



# A-Z of Exams

Summer 2023

This is the A to Z guide of things that you need to know about exams at All Saints Academy Dunstable.

The Academy understands that exams can be a worrying time but every member of staff wants you to succeed and they are here to support you.

Take full advantage of the support, help and guidance that is in place.

- Speak to your teachers about any course content or knowledge you need help with.
- Attend revision sessions that are running.
- Speak to family, staff or your friends about tips they may have that could help you cope with exams.
- Use a revision timetable.

If you are at all worried, speak to someone, do not try and get through it alone.

If you still have a query after reading this document, please get in touch with myself via the exams office.

Exams Manager – Miss Francesca Mastracci

# A

## Attendance

You must attend all examinations which are allocated to you on your personal timetable. Misreading the timetable will NOT be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness, please notify the school as early as possible by telephone (there is an answer phone for out-of-hours messages.) A formal medical certificate from a doctor will be required.

If you are absent from an examination you will not have another opportunity to sit the paper.

## Access Arrangements

All arrangements with regards to extra time, reader, scribe and the use of a laptop etc. need to go through the SENCo. These concessions must be the students 'normal way of working' in class, mock exams and assessments.

The SENCo will make the application to the exam boards well in advance of the examination series. Those students who need access arrangements are already known to the school.

## Awarding Bodies

These are the organisations that provide qualifications for schools and colleges. The Academy uses several, but the main ones are:

- AQA - [www.aqa.org.uk](http://www.aqa.org.uk)
- Pearson (Edexcel) - [www.pearson.com](http://www.pearson.com)
- OCR - [www.ocr.org.uk](http://www.ocr.org.uk)
- WJEC (Eduqas) - [Eduqas | Exam Board UK](http://Eduqas | Exam Board UK)

Please do not telephone exam boards directly: they will only refer you back to your school. Useful information can be found on their websites.

# B

## Bags

Bags must be stored in your locker as you will not be allowed to bring these into the exam room with you. Please do not bring valuables with you when you are sitting examinations.

## Behaviour in the Examination Room

You must be silent in the examination room, including the times when you enter and leave. Once you have entered the examination room, you are not allowed to leave unescorted until the end of the examination, and only when you are given permission to do so by the invigilators. **You will not be allowed to leave an exam early even if you have finished.** Silence must be maintained throughout your time in the examination room. Please do not write on your examination desk or equipment: this constitutes vandalism.

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

# C

## Calculators

Candidates may use a calculator during specific exams only. The instructions on the question paper will state whether calculators are permitted. Where the use of a calculator is allowed, this will be provided and on your desk ready for use.

## Candidate Card

You will have a candidate card on your desk with your picture and exam number printed on. This must remain on your desk so that it is clearly visible to the invigilator who is responsible to the exam boards for confirming each student's identity. Do not write on or destroy the card. This will be used for each exam and must be left on the desk when you leave the exam room.

## Candidate / Examination Number

Your candidate number is the four-digit number printed on your candidate card. You will normally be seated, by subject, in candidate number order. You must write this number on every examination paper, and any supplementary sheets that you may use.

## Centre Number

The centre number will be displayed in the exam room, and must be written on every exam paper, and any supplementary sheets used in examinations. Our centre number is: 15203.

## Certificates

Certificates will be issued using your legal forename and surname. Certificates will be available for collection in the autumn and must be signed for as they are a legal document. Certificates will not be given to a 3rd party unless written permission from the student is given to the 3rd party. Certificates will not be stored indefinitely. Please note unclaimed certificates will be destroyed by a secure method (e.g. shredding or incineration). You must keep all your certificates safe as replacements can be costly.

## Clocks

The time will be clearly visible in each exam room. Invigilators are not allowed to tell you how long is left until the exam finishes, nor can they give you any warnings that the exam is coming to an end. It is your responsibility to keep an eye on the time. Invigilators will write on the board what time the exam started and what time it will end.

## Clashes

If you have an examination clash involving different subjects, you must contact the Exams Manager prior to the day in order to find out the arrangements that have been made. If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total examination time does not exceed three hours. No break will be allowed between the papers, unless to use the toilet.

If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to be supervised between the two sessions. You may revise during this time, but you will not have access to the internet, and you will not be allowed your mobile phone until after you have completed all examinations.

## Coats, Hoodies, Scarves and Hats

These items are not allowed in the examination room and must be left in lockers. Headwear worn for religious beliefs is the only exception.

## Contact Details

Every effort will be made to contact missing students at the beginning of each exam. Please ensure that contact details are up-to-date on the school system, including home addresses.

## Communicating

You must not try to communicate with or distract another student once you have entered the exam room. This is malpractice and must be reported to the exam board.

# D

## Dictionaries

You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary, please see the SENCo.

# E

## Emergencies

In an emergency, you will be told what to do by the invigilators. If you need to be evacuated from the exam room, you must remain in silence as exam conditions are still in place. Further instructions will be issued by members of the exam team or senior staff, depending upon the emergency situation.

## End of Examinations

Invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time until you are outside the room – remember that other examinations may be continuing as you leave. You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

## Equipment

Equipment is provided for every exam for all students. This includes pens, pencils, rulers, calculators etc. This will be in a clear pencil case on your desk in the exam room. Should your equipment need replacing, please inform an invigilator.

JCQ regulations state that a BLACK pen must be used in all examinations. Gel pens, highlighters, correcting fluids and correcting pens may not be used in any answer booklets and must not be taken into the exam room. All equipment is to be placed back into the pencil case at the end of the exam for collection by an invigilator.

## Examinations Office

The office is open during school hours and located upstairs in orange wing. The Exams Manager will be happy to help with any queries that you have during this time.

## Exam Dates

The examination dates are set nationally by the awarding bodies and NOT by the school. These dates cannot be changed.

# F

## Food and Drink

Food is not allowed into an examination room unless special permission has been given. You are only allowed to take a clear, unlabelled bottle of water into the examination room.

# I

## Information for candidates

JCQ issue information for students to read prior to the exams starting. At the end of this booklet you will find:

- Information for candidates – On-screen tests
- Information for candidates – Coursework Assessments
- Information for candidates – Non-examination assessments
- Information for candidates – Written examinations

Please read through these as they give information and guidance which has been set by JCQ. If you have any queries regarding these documents, please contact the Exams Manager.

## Invigilator

An invigilator is someone who watches over students in an examination to ensure that JCQ exam conditions are met. You must follow all instructions and orders given to you by an invigilator. Invigilators cannot discuss the examination paper with you, explain the questions or which sections to answer. They cannot tell you how much time has elapsed or how long you have left.

# J

## Joint Council for Qualifications (JCQ)

The JCQ is an organisation who provide rules and regulations concerning exams. They work with awarding bodies and closely monitor exam administration, invigilation of exams at schools and activities of exams staff.

# L

## Late Arrivals

If you arrive after the examination has started, you may be allowed into the examination room.

**However, if you arrive more than one hour after the awarding body's published starting time, this will be reported to the awarding body. It is their decision on whether they accept your script.**

Note: You are entitled to the full amount of time for the exam that you are sitting if you arrive late.

## Location of Examinations

You will be issued an individual timetable which will provide the date/time, room name/number and seat number for each exam. Seating plans will be displayed on the windows outside the Main Hall on the day. It is essential to check the location of your examination carefully. Make sure you allow enough time to find the correct room before the exam starts.

# M

## Malpractice

Malpractice is any practice which is a breach of the JCQ regulations or, which compromises the integrity of any qualification or, the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

For more information on malpractice, please see the Exams Manager.

## Mobile Telephones & Other Electronic Equipment

Mobile phones, smart watches and other electronic equipment are not allowed to be used in any examination or when being supervised as a 'Clash Student.'

The Academy and awarding bodies' regulations forbid you to bring any of these devices into an examination room or any room being used for clash student's supervision, either before or after an examination. You are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, they must be switched off and placed in your locker.

If a mobile phone or other electronic device is found in your possession in an examination – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body.

**Awarding bodies operate a no-tolerance policy on all students discovered to be in breach of regulations and have advised the Academy that students discovered to have a communications device with them during an examination or whilst being supervised as a 'Clash Student' face disqualification.**

Please do not risk disqualification: either leave your mobile phone at home, put it in your locker or hand it in to the invigilators.

## N

### Names

Exam entries are made using your legal forename and surname. This is the name shown on your birth certificate / passport. You must use this name on all your exam papers and answer booklets – do not write the name you prefer to be called, nicknames, or shortened names on any of your examination papers.

## O

### Overnight supervision

Although highly unlikely, overnight supervision will be required if you have examinations totalling more than 5 ½ hours (if you are a GCSE student), or more than 6 hours (if you are a GCE student). Overnight supervision is required so you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.

## P

### Penalties

The JCQ issues the following penalties depending on the offence that was committed:

- Warning
- Loss of all the marks gained for a single piece of coursework
- Loss of all the marks gained for a component
- Loss off all marks gained for a unit
- Disqualification from the unit
- Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that exam series
- Barred from entering for one or more examinations for a set period of time.



## Plagiarism

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The JCQ's Guidelines for Dealing with Instances of Suspected Malpractice defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own."

## Prohibited Material

These items must not be brought into any examination room:

- Books (unless set texts for specific examinations –post-its and excessive annotations are not permitted in open book exams - all books will be checked prior to the exam beginning)
- Glasses Cases
- Mobile phones, or other electronic devices
- Smart Watches

# R

## Readers

Students with learning SEND may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work back to you when requested. They are not allowed to explain what anything means.

## Results

Students may collect their results from the Academy. Details of times and specific dates each year will be notified to all students. Senior members of staff will be available should you require post-results advice.

The results of the summer series will be:

- GCE: Thursday 17th August
- GCSE: Thursday 24th August

If you are away on holiday on results day and would like to have your results sent to you, please leave a stamped, self-addressed envelope at the school office or exams office before the end of the summer term. If you wish for someone else (including parents/carers) to collect your results, you must sign the permission form prior to results day. The form is available from the exams office.

## Review of Results (RORs)

The awarding bodies offer the option of having a script reviewed (for a fee), if a student or member of teaching staff is unhappy with the marks. This is also referred to as EARs (Enquiries about Results).

There is a choice of two different types of reviews – a Clerical check or a Full review.

- A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.
- A full review by the awarding body means that a different (senior) examiner reviews the first examiners marking against the same mark scheme.

RORs are costly and often not effective. It is important to consider the following before making a request:

- Are you close to the grade boundary? Remarks usually only alter a grade by a few UMS marks, if any at all. If you are very close to a higher-grade boundary a review may be worth considering but if not, it is unlikely to result in a higher-grade.
- Reviews involve having your entire paper reviewed therefore, your mark and grade may go down as well as up. If your grade does go down, you cannot refuse the new grade and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a review.
- Cost. Reviews are expensive and the likelihood is that your mark will not change.

If you want to request a review you must complete the relevant form that will be made available on results day and return to the Exams Manager by the stated deadline. Payment is made in advance. The request cannot be made by a parent/carer as it is the candidate's own signature required on the form. More details will be available on results day.

## S

### Seating Plan

See Location of Examinations: You are not allowed to change desks from the desk that has been allocated to you on the seating plan.

### Scribe

A person who writes down what a student dictates when the student is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences. The scribe can also Word Process a student's answers.

### Script

Script is another word for your completed exam paper/answer booklet.

### Special Consideration

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Manager immediately after your exam if you feel that you may have been affected by a circumstance beyond your control.

## T

### Timing

All examinations at the Academy commence at the time shown on your individual timetable. You should be ready to enter the examination room at least 15 minutes before the published starting time. If you arrive one hour after the published start time for examinations, your script may not be accepted by the awarding body. See also: Late Arrivals.

## Timetables

You will be given your own personal timetable for summer exams, please check this carefully. The timetable will include changes of times/days to accommodate any clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams Manager immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash. You are responsible for checking your examination timetable.

If you have any queries, then please contact the Exams Manager immediately.

## Toilet breaks

Students are not permitted to leave the examination room to use the toilet, unless they have a medical reason to do so. In exceptional circumstances a pupil may be escorted to the toilet, but it will NOT be allowed within the first half hour or during the last half hour of the exam. You will not be allowed any extra time. Toilet breaks cause a distraction to other students and breaks their concentration. If you have a valid reason for a toilet break, please bring written medical evidence to the Exams Manager prior to the exam season.

# U

## UCI Number

A UCI (Unique Candidate Identifier) number is a number which every student is given and is used to link all entries and results for a student across an exam series and between different exam boards and centres. It is important that you give the number you were given at the Academy to any college when you enrol. It can be found on your timetable, and your certificates/result slips.

## ULN Number

A ULN (Unique Learner Number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress. You will be given your ULN with your results.

## Uniform

Year 11 students must wear full uniform to all exams. Failure to wear full and correct uniform may result in you not being allowed into your exam. You must ensure that blazer pockets are empty, and you do not have any papers in them, even if they are not related to the exam subject that you are sitting at that time. Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

Post 16 students must wear appropriate dress. Shorts and crop tops are not appropriate.

All students: Hoodies and other outdoor wear will not be allowed. Jumpers/cardigans etc. cannot be left on the back of chairs.

# V

## Valuables

Students must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) at home or in their lockers.

# W

## Warning

All the awarding bodies make it clear that:

- Their official examination sessions must be run under strict conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A2 level examinations for a period of up to five years.

## Wrist Watches

Wrist watches (including smart watches) must be handed in prior to the start of your exam. They are a prohibited item and are not allowed.

## Word of Advice

Remember to have something to eat and drink before taking your examinations, especially on hot days. Remember to bring a bottle of water into the exam with you so that you do not become dehydrated. A banana eaten half an hour before the start of an exam can boost your concentration levels.

## Word Processors

Students who have been granted the use of a word processor in their written exams will use an Academy computer that has had spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations. You will be present when your paper is printed at the end of your exam, and you must ensure the centre number, your candidate number and the unit/component code are written (or typed) at the top or bottom of each page. Do not leave until this procedure has been completed.

# X

## X Mark on Your Results

These are given if you were absent for the examination, or component paper, or withdrawn after the entry had been made.

# Y

## Your exams

- Only **you** can collect your results unless you provide written permission for them to be collected on your behalf.
- Only **you** can request a review of marking or gain access to a script.
- Only **you** can collect the final certificates issued by the awarding bodies.

# Z

## Zero marks

You may be awarded zero marks if you are subject to malpractice in an exam, which may include possession of a mobile phone, communicating with another student, leaving the exam without permission.

# Frequently Asked Questions

## **Q. What do I do if there is a clash on my timetable?**

- You must see the Exams Manager.
- If the total time is three hours or less, you must sit them in the same session. The order you sit them in must be arranged in advance with the Exams Manager. You will be offered a short, supervised break of no more than twenty minutes, you will remain under formal exam conditions and you CANNOT revise for the next paper.
- If the total time is more than three hours, you may sit one of the exams in an earlier or later session within the same day. However, as the security of the exam must be maintained, you will be supervised between exams. You may revise from paper notes but will not be allowed your mobile phone, any other electronic device or access to the internet.
- In exceptional circumstances, usually three exams in one day, you may be offered to do one exam the next day (even if it is a Saturday!). Talk to your Exams Manager if this applies to you as overnight supervision must be applied for.

## **Q. What do I do if I think I have the wrong paper in the exam?**

- Invigilators will ask you to check before the exam starts. If you think there is something wrong put your hand up and tell an invigilator. DO NOT ask the person next to you, this will be treated as malpractice. It will be too late to rectify if you tell the Exams Manager after you have left the exam room if in fact it is the wrong paper.

## **Q. What do I do if I have an accident or am ill before an exam?**

- Inform the Academy at the earliest possible opportunity so that we can help or advise you.
- With most accidents, we can provide a solution. If you injure your hand for example, we will provide a scribe.
- If you are too ill to take an exam, you will be asked to obtain medical evidence if you wish the school to make an application for special consideration.

## **Q. What do I do if I feel ill during an exam?**

- Put up your hand and an invigilator will assist you.

## **Q. What do I do if I am late for an exam?**

- Report immediately to Reception. You must not enter an exam room without permission once an exam has started. You will be escorted in by the Exams Manager or a member of SLT. You should be aware that if you are very late, the awarding body may not accept your work.

## **Q. If I miss the exam, can I take it at another time?**

- No, exams can only be taken on the date/time published by the exam boards.

**Q. When can I fill in my details on the front of the exam paper?**

- You must listen carefully to the invigilator's instructions, but you must **NOT** complete any details until you are told to do so. If you write before you are told to do so, it will be classed as malpractice and you will be reported to the exam board.

**Q. What if I drop something in the exam?**

- To avoid it looking like malpractice, please put your hand up and an invigilator will come and pick it up for you.

**Q. What if another candidate is unintentionally distracting me?**

- Do not ask them to stop yourself but raise your hand and the invigilator will deal with the problem.

**Q. What if someone is sitting in my seat?**

- Walk to the front of the room and ask the invigilator to check the seating plan. Do not confront the other person yourself.

**Q. What do I do if the fire alarm goes off?**

- Do not panic.
- Close your papers and listen carefully to the invigilator's instructions.
- If you have to evacuate, you must leave everything on the desk and file out in silence to the designated area.
- Do not attempt to communicate with other candidates.
- If it is safe to do so, you will be taken back to the exam room and continue with your exam. Additional time will be added to the finish time in order to compensate for the disturbance.
- The Exams Manager will notify the exam board of the incident.

**Q. What if I cannot collect my results myself?**

- If you want someone else to collect your results on your behalf, you must give written permission in advance. Please collect the appropriate form from the exams office.
- You may have your results posted home. Please leave a stamped, self-addressed envelope at school before the end of term.

**Q. What if my results are not as expected?**

- Members of SLT will be available on results day to advise you.
- Details of how to review your results will be available and the Exams Manager will offer guidance.

**Q. When can I resit an exam?**

- Only English Language GCSE and mathematics GCSE can be taken in the following November. All other subjects are only examined in June.
- Some vocational qualifications have resit opportunities in January and March. Please ask your subject teachers for further details about your qualification.

**Q. What if I have another question about my exams?**

- Please see the Exams Manager, they are always happy to help.



# On your exam day

This checklist will help you to be 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
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

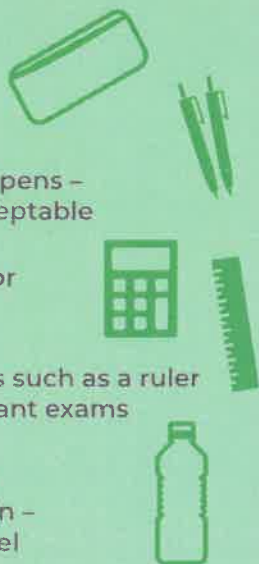
## What you cannot take into exams:

- ☐ 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 acceptable
- ☐ 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 must not have a label



## 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 answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate 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)





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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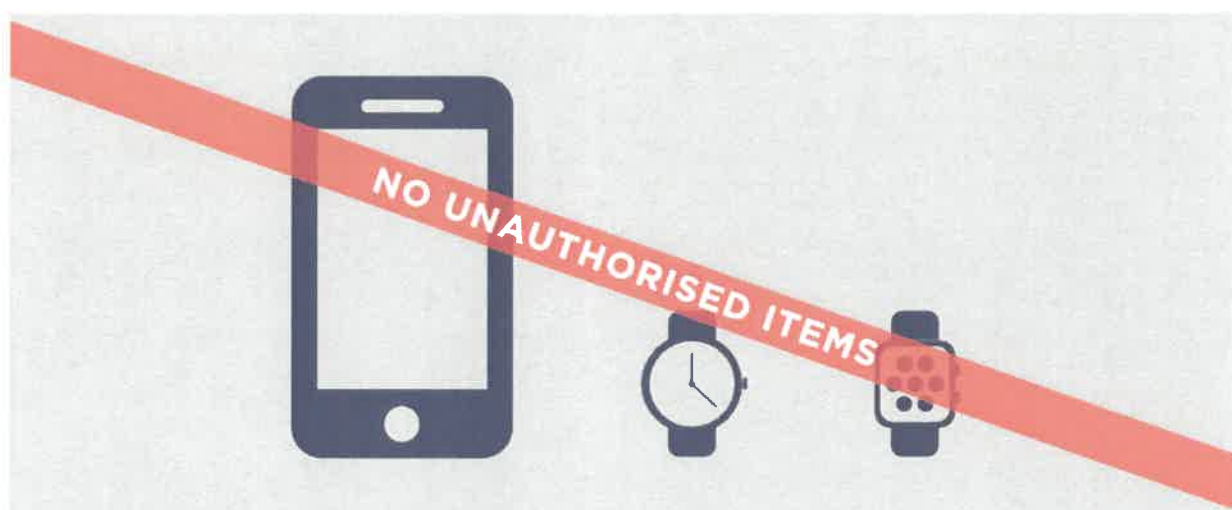
## Warning to Candidates

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.

# **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**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.**

This poster must be displayed in a prominent place outside each examination room.

# Information for candidates

## Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

## Plagiarism

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

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the 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 your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

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

The awarding body will decide which penalty is appropriate.

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

## Information for candidates

### Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:





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 online solutions – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://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 2023.

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

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

## Plagiarism

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

**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**



Joint Council for  
Qualifications<sup>CIC</sup>

REVISION ONE

# Information for candidates

Written examinations

With effect from 1 September 2022

Published on: 1 September 2022

Revision one: 7 February 2023

Produced on behalf of:



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**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.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, the text is highlighted in yellow.

## **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, or a watch.

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 or draw offensive or obscene 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.

- 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.

# Information for candidates

## On-screen tests

With effect from 1 September 2022

Produced on behalf of:



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

If there is anything you do not understand ask your teacher.

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

- 1** Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** Only take into the exam room the materials and equipment which are allowed.
- 5** You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

**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.**

- 6** If you have a watch, the invigilator will ask you to hand it to them.
- 7 Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8** If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 Do not** borrow anything from another candidate during the on-screen test.

## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

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

- 1 You may use a calculator unless you are told otherwise.
- 2 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 examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.



## E. Advice and assistance

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

## F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

## 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.



Image by Ben Wight

### **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>



## Information for Candidates

### Information About You and How We Use It

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

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</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://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</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: <https://www.jcq.org.uk/contact-our-members/>

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

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

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

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

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

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

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

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

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

## **Your rights**

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

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

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

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

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

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

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

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