



Co-op Academy
North Manchester

Y11 CANDIDATE EXAM HANDBOOK 2023/24

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Introduction

Co-op North Manchester 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

This handbook has been produced to help prepare you for your forthcoming examinations.

There are a number of rules and regulations that you **MUST** make yourselves familiar with. Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

Please ensure you read the rules and regulations included in this handbook.

Failure to adhere to the JCQ regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your Head of Year, Pastoral Manager or the Exams Officer.

A copy of this handbook is available on the school website.

Key points to note for 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

Co-op Academy North Manchester will maintain the integrity of the examination process and will inform the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

Potential sanctions for malpractice are listed at the end of this handbook for reference.

Malpractice also includes the misuse of Artificial Intelligence (AI chatbots and other AI tools). If the work you submit for assessment is not your own, you will have committed malpractice, in accordance with JCQ regulations, you may attract severe sanctions.

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated.

For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024.

You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

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

You should familiarise yourself with the school's malpractice and behaviour policy, which is available on the school website in the exams section.

Key Malpractice points to note:

- Why does Malpractice exist? 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

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. This is available in the appendices.

Non-examination assessments

- NEA's take place at different times of the year for each subject
- Not all subjects have an NEA element
- Candidates are informed of their tasks by their teachers
- Internal deadlines are set by the school
- Work is assessed internally and a sample will be externally moderated
- Candidates are informed of their centre assessed marks by their teacher or school report and have 10 days to appeal their mark before being sent to the exam board

Written timetabled exams

All candidates receive a statement of entry from the school in the Spring Term indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects have one tier of entry, some have two, Foundation and Higher tiers.

You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and you will be charged to change them later once the certificates are awarded. Your legal forename and surname must appear on your statements, please inform us if your preferred names are recorded, as it will need to be amended.

You must inform the Exams Officer of any errors or omissions before the deadline and keep your Statement of Entry safe for your records.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE AND SUBJECT ENTRIES ARE CORRECT.

Examinations Boards

The school uses the following Examination Boards: AQA, Pearson, OCR and WJEC.

Candidate Name

Candidates are entered under the format of First Name + middle name/s + (Legal) Surname, e.g. Adam John Smith.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on your candidate desk cards and on your statements of entry, individual candidate timetable and on your provisional results information.

Key points to note:

The JCQ information for candidates' documents - written examinations, social media are available at the back of this handbook in the appendices.

Exam room posters - Warning to candidates & Unauthorised items posters are available at the back of this handbook in the appendices.

All relevant JCQ documentation is also available on the school's website.

Contingency sessions - Summer 2024

There are three planned contingency sessions for Summer 2024, these are put in place in case there is a requirement for an entire exam to be moved across the country. These contingency dates are:

- 6th June PM

- 13th June PM
- 26th June All Day

It is advisable that students are available on these dates but if all your exams are finished before the final contingency day then you do not have to be available

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

If you have an exam clash we will write to you letting you know how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams
- During this time, you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an Invigilator at the beginning of your first exam.)
- During this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you

Where you will take your exams

- Most exams will take place in the Sports Hall.
- Some exams will take place in alternative rooms. For example, if you are taking a listening exam or you have approved access arrangements in place.
- You can speak to the exams officer at any point if you have any questions.
- You must not enter an exam room until instructed to do so by a member or staff or an invigilator.
- Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

Alternative rooming

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre

What time your exams will start and finish

Morning exams start at 9.00am.

You **MUST** ensure you are outside the exam location by 8.45am.

Afternoon exams start at 1.00pm.

You **MUST** ensure you are outside the exam location by 12.45pm

Supervision during your exams

- Exams are supervised by a team of invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies
- The invigilators are members of staff and should be treated with respect.
- Rude and disruptive behaviour will not be tolerated, any incidents will be reported to the exam boards as malpractice.

Exam room conditions

- Candidates will gather in the Gym.
- Students should line up in form groups and will be directed to the Sports Hall in these lines.
- Seating plans will be on display in the Gym and outside the Sports Hall. They will also be displayed on the Head of Year office.
- All personal belongings should be placed in your bag and left in the secure storage facility attached to the Sports Hall. There is also the option to store your phone in a ticketed envelope for collection at the end of the exam. Please collect an envelope for your phone if you are leaving them with the exam team.
- Students in Access Arrangement rooms should go and wait quietly outside their room, with your belongings and wait for instruction from your invigilator (you will be informed of your room in advance).
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave. This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination. Looking around and smiling at other candidates is classed as communication. This is malpractice and must be reported so please always sit and face the front.
- You should find your seat quickly and silently. There will be letters on the walls to help you find the row you will be sat on. Invigilators will help you if you can't find your seat. Do not ask another candidate as this is malpractice.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must not communicate with or disturb other candidates
- The exam paper will have been placed on your desk before you enter the room. Please do not attempt to look inside and read anything. This is malpractice.
- The following information is displayed in the exam room: centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam.
- When you are instructed to do so, and not before you should complete any relevant information on the front of your answer books (first name and surname that matches their entry information, candidate number etc.). You must only do this when the invigilator's announcement instructs you to.
- Any relevant information regarding the use of additional answer sheets/answer books etc will be given at the time, exam board stationery will be provided.

Co-op Academy North Manchester also has a Leaving the exam room policy. This is available to read on the school website. You will not be allowed to leave the exam room early, even if you have finished your exam.

Toilet Breaks

Remember to go to the toilet before the exam and in plenty of time of the exam starting.

Once the exam has started, you will only be allowed to go to the toilet if you have a toilet pass (we have the most recent list of toilet passes issued). There will be no toilet breaks in the final 30 minutes of an exam.

Medication

Inhalers are permitted in the exam; however, we must have knowledge of your condition and have it registered with the school office. Inhalers are to be kept in a clear plastic bag on the desk and may be inspected by an invigilator at any time.

If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring/prescription cream etc) that may be required in the exam, please discuss this with the Exams Officer as soon as possible, as an application to the examining boards may be required.

End of the Exam

You must stay seated and silent until the invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any personal items can be collected outside the Sports Hall.

You **MUST** remain silent until you have left the room. You are still under formal exam conditions until you leave the exam room and any incidents will be reported for malpractice.

Please remember that other exams may still be in progress either in that room or other rooms in the building.

Please do not congregate outside exam rooms to talk to your friends.

How your identity is confirmed in the exam room

The arrangements at Co-op Academy North Manchester to identify students are:

- Head of Year, a member of SLT or Pastoral Manager are present at the start of each exam, to identify candidates as they arrive for this exam.
- Each candidate has their own ID card, which contains photo, exam number, centre name, centre number and access arrangements
- ID cards are placed on the candidate's desks for each exam.

Do not deface these cards, they are a JCQ requirement.

What equipment you need to bring to your exams

Only authorised material can be brought into the exam room.

You can bring all your own equipment to every exam, however there will be equipment provided for you.

- Remember that you need to write in black ink.

Do not use any of the following in your answers:

- Correcting pens, fluid or tape
- Erasable pens / friction pens or highlighters (can be used in printed questions)
- Gel pens
- Your pencil case must be see through / clear
- Your water bottle must be see through and have no label, writing or measurements on it - only water is permitted.
- You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them. The instructions at the front of your paper will tell you if these are/not allowed.

As a minimum, your clear pencil case will include:

- Black pens
- Pencil
- Eraser
- Highlighter
- Ruler

If permitted in your exams we will also ensure you have access to:

- Protractor
- Compass
- Calculator (if permitted for your exam)
- Tracing paper

Using calculators

You will be provided with a calculator to ensure this meets the exam regulations.

What you should not bring into the exam room

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment.

These include:

- Mobile phones.
- MP3/4 players.
- Any watch (Smart or not!).
- iPods.
- Any other similar electronic devices.
- Electronic earphones/earbuds or Air pods.
- Notes and study guides.
- Own blank paper.

- Dictionaries, unless allowed for the exam.
- Miscellaneous items such as make-up, lip gloss/balm, bus passes, money and keys, student reports and exam timetables.

We strongly advise that you do not bring any of these items into school with you at all. This will ensure that you do not accidentally bring unauthorised items into an examination room.

Food and drink in exam rooms

- Water bottles only are allowed in the exam rooms.
- All bottles **MUST** be completely clear with no text or numbers printed on the plastic.
- All labels **MUST** be removed prior to entering the exam room.

What you should wear for your exams

You must wear your full school uniform to all examinations. This includes correct footwear.
If you have any issues with your uniform, you must speak to a senior member of staff before your exam.

Where your personal belongings will be stored during your exam

All personal belongings should be secured in your bag and left in the secure storage facility attached to the Sports Hall. There is also the option to store your phone in a ticketed envelope for collection at the end of the exam.

What to do if you arrive late for your exam

- Should you arrive late for an exam, you should report straight to reception and sign in.
- Depending on what time you arrive it may not be possible for you to sit your exam.
- Very late arrivals have to be reported to the exam board with reason for your late arrival.

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

It is really important that you attend school for all exams unless you are seriously ill.

- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact Student Absence immediately. You will need to provide medical evidence to confirm your illness.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam; however, we may be able to put an alternative arrangement in place to enable you to still sit your exam - so try to come in!

What happens if you have an unauthorised absence from your exam

If you do not attend any part of an external exam for which you have been entered, you will receive a mark of zero for that paper and there is not another opportunity to sit the exam.

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

Should there be an emergency evacuation of the exam room, i.e. the fire bell sounds, students will be directed by invigilators.

General guidance:

- Students in the main hall should put down their pens, close papers and leave the hall by the side fire doors as directed by invigilators.
- The fire assembly point during an exam is the tennis courts.
- Students in access arrangement rooms should put down their pens and leave the building as directed by the invigilators.

ALL STUDENTS MUST LEAVE IN SILENCE AND REMAIN SILENT.

It is imperative that formal examination conditions are maintained throughout as the exam can continue should the building be considered safe to return to. If this protocol is broken the entire exam paper will be at risk of being given a U grade.

Candidates with access arrangements/reasonable adjustments

- Depending on the access arrangements you are entitled to, will depend on which room you will sit your exams. Please check the seating plans or speak to the exams officer to confirm these details.
- Any access arrangements that you use should be your “normal way of working”

Results

GCSE results will be available for collection on Thursday 22nd August 2024.

- Details of results day will be shared after the exam season has finished.
- Results will not be given to any person other than the candidate.
- If you are unable to attend results day and you would like your results emailing, this can be done with prior written consent from you (not your parent/carer!). These will not be sent until after the in-person collection has taken place.

Post-results services

JCQ offer a post-results service after you have received your results.

- Your signed consent will be obtained before processing any requests to use the service as your grades may go up, go down or stay the same.
- The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Full details will be given to you on results day, but in the meantime any school policies relating to post results are available on the school website.

Certificates

- Certificates will be available in the Autumn term following results day.
- Certificates are all originals and cannot be replaced by the school. They cost around £70 each to replace via the exam boards. Keep them safe.
- If certificates are not collected at the given time they will be available by appointment from the Exams Office. They must be signed for, and can only be collected by someone other than the person named on the certificate with written permission.
- We only retain certificates for one academic year so please make sure these are collected asap! After this time, they are confidentially and securely destroyed and you will need to buy replacements.

Complaints policy & Appeals

The complaints and appeals procedure can be found on the school website under the exams section.

Potential Malpractice Sanctions

The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

Not all the sanctions and penalties are appropriate to every type of qualification or circumstance. Awarding bodies may, at their discretion, impose the following sanctions against candidates.

Warning

The candidate is issued with a warning that if they commit malpractice within a set period of time, further specified sanctions will be applied.

Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

Loss of all marks for a component

The candidate loses all the marks gained for a component.

Loss of all marks for a unit

The candidate loses all the marks gained for a unit.

Disqualification from a unit

The candidate is disqualified from the unit.

Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year.

Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time.



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APPENDIX 1

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

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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.

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

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/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

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

You may be required to 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, ideas or outputs 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

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

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

Penalties for breaking the regulations

If 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



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APPENDIX 2

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

Information for candidates

Non-examination assessments

Effective from 1 September 2023

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 or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for candidates

On-screen tests

With effect from 1 September 2023

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, a watch, AirPods or earphones/earbuds.

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.



Joint Council for
Qualifications^{CIC}

APPENDIX 4

Information for candidates

Written examinations

With effect from 1 September 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.

A. Regulations – Make sure you understand the rules

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

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 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

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	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

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

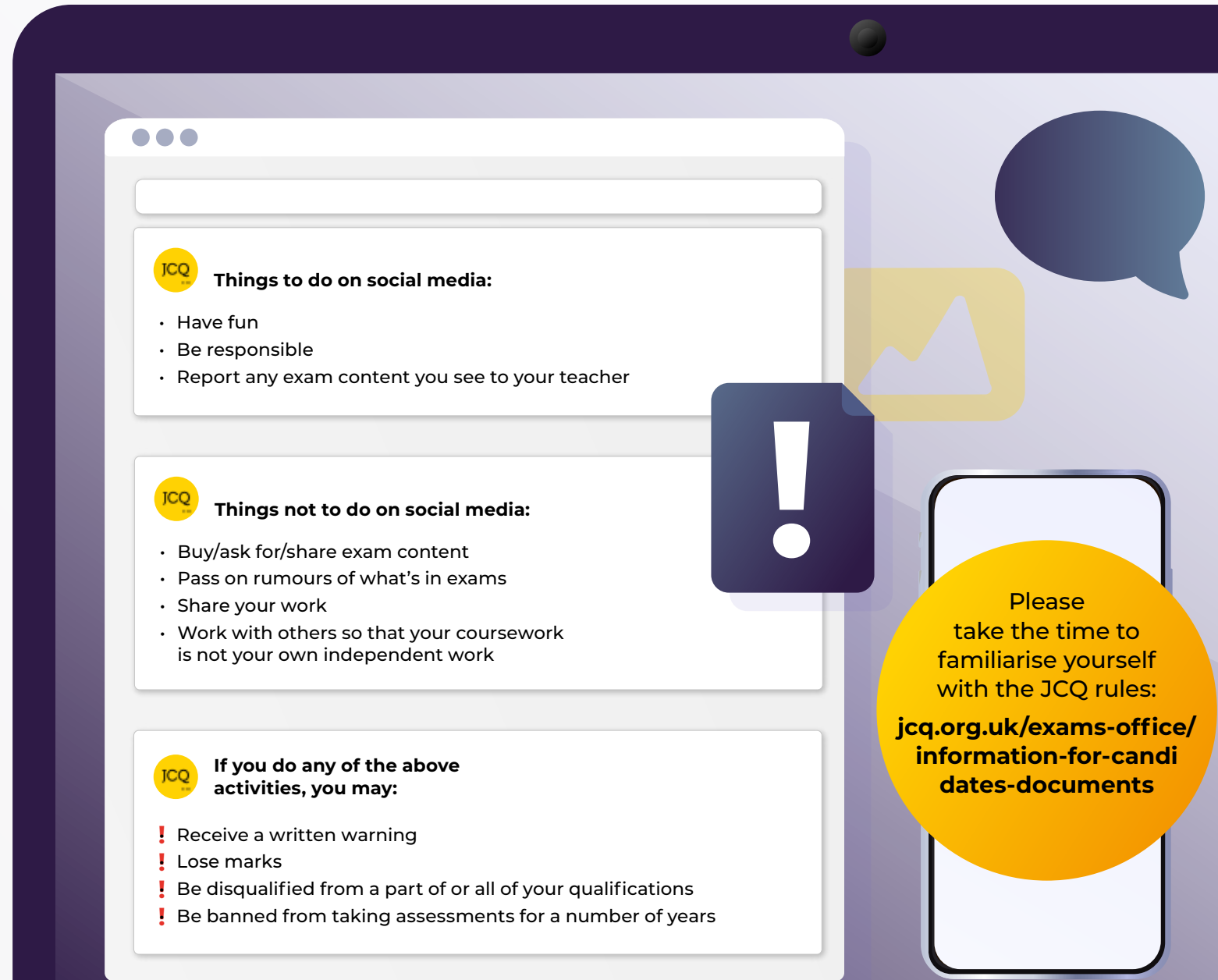
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links 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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

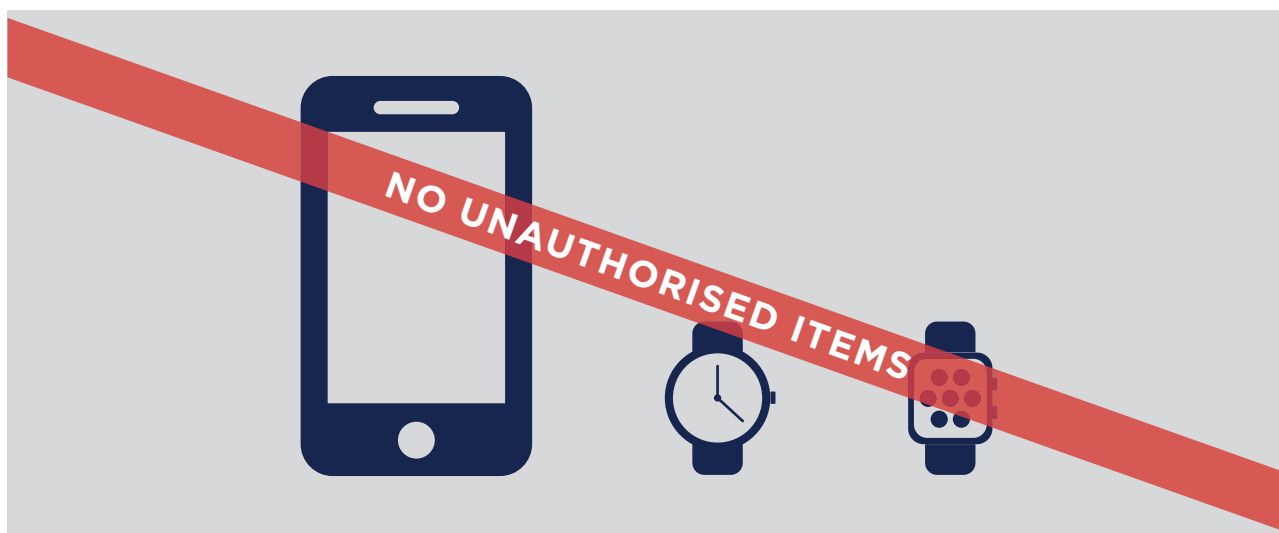
JCQ If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

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.



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.

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.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

