

# CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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## **Introduction**

Manor High School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## **Purpose of this handbook**

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

## **Malpractice**

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

This includes using social media to:

- 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

and/or non-examination assessments and coursework, as exemplified below:

## **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...

## **Behaviour Policy**

Manor High School's behaviour policy also applies to all exam rooms. Disruption to the exam or to other candidates will not be tolerated. If you cause disruption in an exam room, you may be removed. Any other sanction the school deems appropriate may also be applied.

## 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 provided at the back of this booklet as well as on the JCQ website, under [Information for candidates – Privacy Notice](#).

## Copyright

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

## Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media is provided at the back of this booklet as well as on the JCQ website under [Information for candidates – Non – Examination Assessments](#).
- Assessments will take place within the assessment window determined by the Awarding Bodies and Head of Departments.
- Teachers will inform candidates about; assessment, deadlines, how work is marked/assessed, which NEA work is externally marked/assessed. This information may be found in the centre's NEA policy, which can be found on the school website.
- Deadlines set by teachers must be met to ensure the work is accepted by the exam board.
- Candidates are informed of their centre assessed marks once marked using the Exam Boards mark scheme. If you feel that the mark you have been awarded is incorrect, you must follow the steps laid down in the Internal Appeals Procedure, a copy of which can be found on the school website. Any queries regarding controlled assessment marks must be resolved before the Awarding Body submission deadlines.

The centre will notify candidates of their examination entries and the dates and times of their examinations/assessments. The centre will also ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place. These can be found in the back of this booklet.

## Written timetabled exams

- Candidates are provided with a Candidate statement of entry to check that personal details and exam entries are correct. If the information regarding personal details is incorrect, please inform the Exams Officer as soon as possible. If the information regarding exam entries is incorrect, the Head of Department should be spoken with immediately who will discuss it with the Exams Officer.
- Candidates will be issued with an exam timetable prior to their exams taking place. This is to ensure candidates know the date and time of all their exams/assessments as well as any relevant information regarding seating arrangements, exam rooms, etc.
- The JCQ information for candidates documents – written examinations, social media may be found at the back of this book.
- Exam room posters – Warning to candidates, Unauthorised items can be found at the back of this booklet. They are also displayed prominently outside each exam room.

## Contingency sessions - Summer 2024

The afternoons of **Thursday 6<sup>th</sup> June 2024** and **Thursday 13<sup>th</sup> June 2024** have been put in place. A contingency day of **Wednesday 26<sup>th</sup> June 2024** has been put in place by all awarding bodies. This means that all exam candidates must be available to sit exams from the start of the exams in April/May up to and including Wednesday 26th June 2024. This decision is not a school decision and applies to all candidates in all schools. The decision comes following past tragic events. The Joint Council for Qualifications have decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all candidates a fair and equal chance.

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

- JCQ guidance on what constitutes a timetable clash is when two or more exams are scheduled at the same time in the same exam session on the same day.
- A timetable clash within the same session will be managed as follows - one paper will be taken, followed immediately by the next paper in the same session. Candidates may have a short break of no more than 10 minutes in between papers with formal examination conditions being kept in place at all times in the exam room. This will be under the supervision of the exam invigilators.
- Formal examination conditions are defined as candidates being kept under centre supervision by exam invigilators, without access to mobile phones or any other internet-enabled technology. No communication of any kind will be permitted between candidates.
- If necessary, the 'Overnight Supervision Policy' may be applied if necessary.

If a timetable clash is identified, the Exams Officer will speak to you about how the clash will be handled.

## Where you will take your exams

For the majority of students, exams will take place in the hall of gym.

Those students with Access Arrangements that cannot be accommodated in the main exam rooms will be informed ahead of the exam, and the seating arrangements will be reflected on their exam timetable.

## What time your exams will start and finish

- Morning Exams will start at 9am. You must be at the containers at 8:30 to ensure the exam starts on time.
- Afternoon Exams will start at 1:30pm. You must be at the containers at 1:00 to ensure the exam starts on time.
- Candidates will remain in the examination room for the duration of the exam (including extra time).

## Supervision during your exams

- Exams are supervised by a team of external invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. If you do not adhere to the regulations you will be reported to the exam boards.

## Exam room conditions

- Candidates will wait outside their exam room in silence until asked to enter by the invigilator.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the exam room
- 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. This includes turning around, looking at other candidates, laughing, making any noise with the intent to cause a disturbance.
- Information displayed in the exam room include: centre number, subject title, paper number and the actual starting and finishing times, and date, of the exam. A digital clock is also visible within the exam room.
- Candidates will be asked to complete the front of their answer books (first name and surname that matches their entry information, candidate number). Candidates must only do this when the invigilator's announcement instructs them to
- If you require additional answer sheets/answer books you must raise your hand after the beginning of the exam and an invigilator will speak to you to find out what you need
- Candidates must not open the question paper until the examination begins
- Candidates will be given a five-minute warning for when the exam finishes.
- When asked to close your exam paper, you must do so immediately. Do not continue to write as this can be seen as malpractice

### **Where you will sit in the exam room**

- Candidates are sat in order of exam number, front to back
- A seating plan is posted outside each exam room if the candidate has forgotten where to sit
- An invigilator is also on the door helping those who may not know where to sit. Ensure you sit in your designated seat. You may be marked as absent if you are not in the correct seat.

### **How your identity is confirmed in the exam room**

Manor High School's process for this is candidate cards which you will see during your PPE exams. Candidate cards display your photograph, name, candidate number, centre number and centre name. Invigilators must be able to read your name and identify you from your photo so **you must not in any way destroy or deface your candidate card.**

### **What equipment you need to bring to your exams**

You are responsible for providing your own equipment. You will need:

- at least 2 BLACK biros
- a pencil
- an eraser
- a ruler
- a pencil sharpener

For certain exams such as Mathematics, Science and Design and Technology you will also need:

- a protractor
- a calculator
- a pair of compasses
- drawing equipment

This should all be placed in a transparent pencil case

### **Using calculators**

Calculators must not contain programs. Invigilators will carry out checks for formulas stored in your calculator's memory – please clear them in advance. Please do not bring calculator lids or instructions into the examination rooms, they are not allowed and will be removed by the invigilator. You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. This can be found at the back of this booklet.

## **What you should not bring into the exam room**

- Gel pens
- Dictionaries (unless specified – these will be provided by LHS if required)
- Electronic devices (mobile phones, watches, earphones etc.) Candidates in possession of a mobile telephone / watch or any electronic device are at risk of disqualification (even if the device is switched off). The device will be removed by the invigilator and a report made to the Examination Board. No exceptions will be made.
- Calculator lids or instruction leaflets
- Notes or pieces of paper
- Pencil cases that are not transparent
- Bottles (unless they are clear with the label removed, and must only contain water)
- Food of any kind - unless for medical purposes – must be pre-authorised by the Exams Officer and must be removed from packaging, and placed in a clear plastic bag. This must be checked by an invigilator
- Any item not listed on the examination paper, as it may be classed as unauthorised
- Any writing, marks or symbols must be removed from your skin before entering the examination room

These are requirements of the Examination Boards and must be adhered to at all times.

## **Food and drink in exam rooms**

It is the policy of the centre that no food (including chewing gum, sweets, etc) may be brought into the exam room.

The only drink which may be brought into the exam room is water. This must be in a transparent bottle without any labels/package on.

## **What you should wear for your exams**

Candidates should wear school uniform as per the school's uniform policy.

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

For all candidates, all belongings not prohibited in the exam room will be stored outside the exam rooms. You will be asked to place your belongings in the containers found outside the Viking building. The containers will be locked throughout the exam and unlocked by a member of Manor High School staff at the end of the exam.

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

All candidates must arrive on time; however, we understand that in exceptional circumstances candidates may arrive after the exam has begun. Please contact Manor High School Reception as early as possible informing staff that you have an examination. Reception staff will notify the Exams Officer.

Candidates arriving after the start of the examination should report to Reception first. The Exams Officer will then arrange for the examination to take place, possibly in an alternative room. All late arrivals have to be reported to the awarding bodies and it will be their decision if the paper is then marked.

If you arrive very late (defined by arriving one hour after the published start time) you will be allowed to sit the paper, however your paper may not be accepted by the awarding body.

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

If you are ill on the day of an exam, you or your parent/carer must inform the school at the earliest possible opportunity. If you are unable to attend an exam at all (for example due to hospitalisation), special consideration will be applied for. A doctor's note may be required.



Special consideration will not be applied in all circumstances and may only add 1% to 5% onto the total marks awarded; it is always in your best interest to attend an exam.

If you are able to attend, you should. The exams officer will make provisions to help you throughout the exam. Special considerations can be applied for.

If you feel unwell during an exam, you should inform an invigilator. If you need a temporary absence from the exam room then an invigilator will escort you and stay with you until you feel well enough to return to the exam.

If you feel too unwell to return to the exam, an invigilator will contact the Exam Officer who will escort you to first aid. Special considerations can be applied for.

You may be asked to provide evidence to support a request for special considerations. For example; A Doctor's Note, Medical Evidence.

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

If you have an unauthorised absence from an exam, you will not have another opportunity to sit it.

If you fail to contact the centre to explain to reasons for your absence, no special consideration will be applied for.

You will lose all marks for the exam(s) missed.

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

In the event of an emergency in the exam room, you must follow the instructions of the invigilators.

If the exam room is evacuated the invigilators will take you to the fire evacuation point until the all clear is given. You must remain in formal exam conditions.

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

Candidates with Access Arrangements will have been informed of these ahead of their exams.

Dependent on the Access Arrangement, candidates will be informed which room they will be completing their exams. This could be in the main exam rooms, or in a smaller access room.

Candidates who have access to a reader and/or a scribe must know the procedure to use the arrangement. Candidates must ask the invigilator to read/scribe. They cannot do it without being told and will only read/write exactly what is asked.

### **Results**

GCSE results statements will be released on Thursday 22<sup>nd</sup> August 2024.

Results statements can be collected from school on this day. Information on the procedure for results day will be confirmed to students closer to the time.

You will receive a provisional statement of results, i.e., they do not take into account any appeals outcomes which you may wish to apply for.

The Exams Officer, members of the Senior Leadership Team and Heads of Departments will be present on results day.

Uncollected results will be stored securely by the Exams Officer until they can be collected.

If someone else is collecting your results you must inform the Exams Officer and fill out a Third-Party Collection Form (found on the school website). This must be brought in when the results are collected with photo identification.

## **Post-results services**

There are three types of post-results services offered by each exam board. These are:

1. Clerical Re-check
2. Review of Marking
3. Re-moderation (available only to a whole cohort where a centre's moderation has been challenged)

These services do have a fee. More information will be available closer to results day.

Copies of scripts may also be requested by candidates or the school to aid with decisions regarding a remark or to aid future teaching and learning.

All post-result services require written consent from the candidate and cannot be processed without this.

The school will advise whether any post-results service would be appropriate.

## **Certificates**

- All certificates are issued in the candidate's legal forenames and surnames.
- Certificates arrive in school during November, candidates will be informed when they are available to collect.
- Uncollected certificates will be available for collection for up to 12 months, in person, during school hours.
- Candidates will be asked to sign to acknowledge receipt of certificates.
- If a candidate is unable to collect their own certificates in person, the following is required:
  - A filled out a Third-Party Collection Form (found on the school website)
  - Proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
- Once issued, certificates cannot be replaced by the school if lost or damaged. Examination Boards rarely issue duplicates. It is very expensive and time consuming to obtain a 'Certifying Statement of Results' and this is obtained only by contacting the Examination Boards directly.
- It is vital that you collect your certificates. Manor high School is obliged to hold certificates for a minimum of 12 months but candidates should ensure these are collected and kept safely. Colleges, training providers and employers will require sight of your certificates to confirm your qualifications. Certificates not collected after this period will be confidentially destroyed.
- Certificates will not be posted out to candidates.

## **Internal appeals procedure & Complaints Policy**

Details of the centre's internal appeals procedure & complaints Policy can be found on the school website or requested from the Exams Officer.

**JCQ Information for candidates - coursework**

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:



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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.

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](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



**JCQ Information for candidates – non-examination assessments**

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:



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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

## Preparing your work — good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.

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

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

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

**JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).



# Information for candidates

## On-screen tests

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 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, Air Pods 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.

**JCQ Information for candidates – written exams**

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



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

# Information for candidates

## Written examinations

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, 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.

**JCQ Information for candidates – Privacy Notice**

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

**Information for Candidates****Information About You and How We Use It**

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc. with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high-level summary of the information the awarding body is required by law to give you about 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](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.

## JCQ Information for candidates – social media

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



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

**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:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



**JCQ *Unauthorised items* poster**

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



AQA

City &amp; Guilds

CCEA

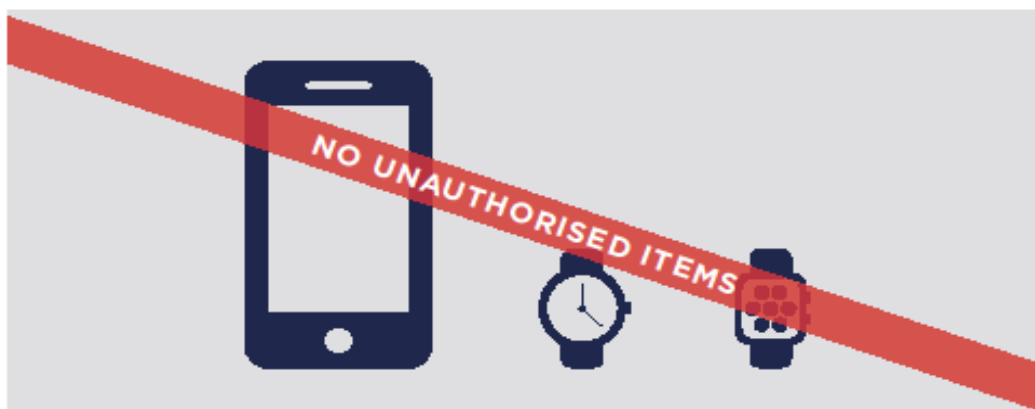
OCR

Pearson

WJEC

## 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.

**JCQ Warning to candidates poster**

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



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

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

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