



CORBY
Technical
School

Examination Booklet for
Students and Parents / Carers
2020

Centre Number 27141

exams@corbytechnicalschool.org

You are required to read this document and the JCQ regulations carefully before sitting any examinations and retain it for future reference.

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INTRODUCTION

Dear Student

Public examinations can be a stressful time, so it is important that all those involved are as well informed as possible. The rules and regulations are designed to ensure fairness and minimise disturbance.

The awarding bodies/examination boards set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. You should therefore, pay particular attention to the JQC 'Information for Candidates' notices and the 'Warning to Candidates' notices which are in the appendices.

Corby Technical School aims to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams. Organising yourself well for these important exams will make a difference.

Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand, please ask. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Officer at exams@corbytechnicalschool.org

Also, if you are worried or concerned about something you can speak to your form tutor.

With this booklet you receive your statement of entry and a form requesting your email and mobile phone number. Your email is important as we will email you your timetable as well as giving you a paper copy and your mobile number so we can send you text messages during the exam season.

Thank you for your hard work at Corby Technical School since you joined us. I wish you all the best for your forthcoming exams and look forward to seeing you on results day –

A / AS Level results **Thursday 13th August 2020**
GCSE results **Thursday 20th August 2020**

Mrs Reynolds
Principal

TERM 5 ARRANGEMENTS

All students are expected to be in school as normal. Students will attend all lessons with the exception of when examinations are being taken. When students are timetabled for a lesson where they have sat an exam they will be able to use the time to revise for forthcoming examinations.

The decision of when a student's final day in school will be taken by the Principal; it is in a student's best interest to be in school until their final examination.

MAY HOLIDAY ARRANGEMENTS

Some exams take place in our May break, (weeks commencing the 11th and 18th of May), on these days students taking exams need to be in school by 8.45 at the latest. A free breakfast will be served between 8.00am and 8.20am.

For afternoon examinations students need to be in school at 1.15pm at the latest. A free light buffet lunch will be served between 12.00pm and 12.45pm.

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable, with this booklet. Please check that these are correct. Some subjects only have one tier of entry, whereas others have Foundation or 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. It is important that the name which appears on your exam documentation is the same as the name on your passport as this is the name that will appear on your official certificates and it may be difficult to change them once certificates are awarded. If you have any queries please contact Mrs Arnold.

CANDIDATE NAME

Candidates are entered under the name format of first name + middle name + (legal) surname e.g. Daisy Anna Smith. You must use your legal name on all exam documentation even if you use a different name in school for all other purposes. The reason for this is that exam certificates are legal documents.

CANDIDATE NUMBER

At the top of your statement of entry you will see a four-digit candidate number/exam number. This is the number you will enter on examination papers however you don't need to worry about remembering it as it will be on a card on your exam desk.

TIMETABLES & CLASHES

A copy of the school's exam timetable is included at the back of this booklet. You will also receive an individual timetable showing your own specific examinations with details of date, time and duration for exams in the Summer term. It is your responsibility to look after this timetable.

MAKE SURE YOU KEEP IT SOMEWHERE SAFE!

If you have two or more exams which are scheduled at the same time this is called an exam clash. A few candidates may have a clash and we will make special timetable arrangements for these candidates. This will usually require you to sit one of the exams either earlier or later than the scheduled time. If this happens you will be supervised in between exams and you must bring food and drink with you. During this time you will not be allowed access to your mobile phone, however you will be able to revise for your next exam. You will be informed of any clash arrangements well before your exams commence.

EQUIPMENT

It is your responsibility to bring all your own equipment and resources required to your exam. Borrowing from other candidates is **NOT** allowed in the exam. ***You should bring your equipment in a clear pencil case or plastic bag.***

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams (check equipment needed with your teacher for each exam—if you are unsure bring to your exam anyway):

- Compass
- Protractor
- Calculator
- Coloured pencils

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in black ink or ballpoint pen, except for drawings or rough notes.

CALCULATORS

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. If you bring your own calculator you are responsible for making sure your calculator works properly and meets exam board regulations.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile phones, iPods, headphones, a smartwatch or a wrist watch which has a data storage device etc are **NOT** allowed in the exam hall. Even if it is turned off, it cannot be on your person. Ideally, these should not be taken into the examination room at all. However, there will be an opportunity for you to hand anything unauthorised to the Invigilators before the exam starts. PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.

DURING THE EXAMINATIONS**DATES AND TIMES OF EXAMINATIONS**

Examination dates and times are clearly shown on your exam timetable. Morning exams start at 9.00am and afternoon exams start at 1.30pm unless you are informed otherwise. It is your responsibility to check your timetable so that you arrive in school on the correct day and at the correct time for your exams. You should arrive no less than 15 minutes prior to the exams.

UNIFORM/DRESS CODE

Students must wear full uniform to all examinations.

FOOD AND DRINK

Food and drink is not routinely allowed in exam rooms, however, you may bring with you a clear bottle of water with the label removed, no bigger than 500ml, but please make sure it has a leak proof spout (also known as sports cap). Please be advised that you are not allowed to refill your bottle during the exam and invigilators cannot do this for you.

LATENESS

If you are late for an exam we will try to give you the full time allowance as long as an invigilator is available. If you are more than an hour late your exam paper may not be accepted by the Exam Board. If you are late for an exam please report to the main reception. Please let school know if you think you might be late as a result of problems on your way into school, ie severe traffic problems. Please call school on 01536 213100.

CONDUCT DURING THE EXAM

As soon as you enter the exam venue you are under exam conditions. You must not communicate with any of your fellow students and must not turn around. If there is any communication between students it will be assumed you are cheating and be treated accordingly this will result in a report going to the exam board. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand up and wait for an invigilator to attend to you. Once you have entered the exam venue, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators—there may be amendments to the exam paper that you need to know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please **put your legal name on your exam paper (not your preferred name)**. Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance.

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must check your exam paper through and sit in silence.

If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.

Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam.

END OF THE EXAM

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore remember to cross through any rough work you do not want to be marked. Invigilators will collect your exam papers before you leave the exam venue. If there is any communication it will be assumed you are cheating and will be treated accordingly. Your mark could be jeopardised as you will be reported to the exam board which could result in you losing marks or potentially having the paper disqualified. You will be dismissed from the exam row by row and you must remain in complete silence until you have left the exam venue.

EMERGENCY EVACUATION

In the event of an emergency for example a fire drill the following must be carried out in complete silence:

- If the fire alarm goes off firstly do not panic. You must stop writing and remain seated and listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble. Do not walk to where you usually go to in the event of a fire drill as you will not be assembling with the rest of the school.
- Leave all your equipment in the exam venue.
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so.
- The invigilator will make a note of the time of the interruption and how long it lasted.
- You will be allowed the full working time set for the examination.

ABSENCE FROM EXAMINATIONS

If you are ill it is always best to attend school, even if it is only to sit the examinations. Remember these examinations cannot be sat at any other time and may result in you not gaining a grade in the subject. You may be accommodated in a separate room away from the main exam hall and Special Consideration will be applied for you to the awarding body. If you are too ill to attend an examination it is vital you phone the school first thing in the morning (01536 213100).

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other examination marks from the candidate in that particular subject and controlled assessment / coursework marks. This may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an examination without a valid reason you will be charged for that examination. You will be charged the full entry fee for each examination missed (approx. £15 per paper) without a valid reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past students have had problems getting to an examination on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc. If you are very late for an examination we may not be able to get the examination paper accepted by the Examination Board.

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

We also suggest that you and your parents save the school telephone number on your mobile phones so you or they can call in if you have a serious problem on your journey to school – **01536 213100**.

EXAMS CHECKLIST

- You must arrive at school 15 minutes prior to an examination at the latest. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- Mobile Phones– Students must not have mobiles phones or any electronic devices in their possession in the examination room (either turned on or off). They should be left at home or in your locker. If a mobile has been accidentally brought into the examination room it must be handed in for safe keeping and collected from the Examinations Officer. The school is not held responsible for the safe keeping of your phone.
- Do not take into the examination any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication / storage devices, iPods, MP3/4 players, a smartwatch or a wrist watch which has a data storage device.
- Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- **Sshh!** There is absolutely no talking or communication between students once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.
- No food allowed in the examination room.

EXAM TOP TIPS

Before the Examination:

To be at your best for the examination.....

- Go to the toilet
- Get a good night's sleep THROUGHOUT THE EXAMINATION PERIOD.
- Get plenty of exercise THROUGHOUT THE EXAMINATION PERIOD – it helps your concentration.
- Get everything ready the night before.
- Eat a good breakfast.
- Don't try to cram at the last minute – it rarely helps.
- Relax in the morning if you have an examination in the afternoon.
- Be determined – willpower counts!
- Don't be put off by what other students say they have done.
- THINK POSITIVELY – don't underestimate yourself.

At the start of the Examination:

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's paper)

Don't forget to fill in your **LEGAL** name and candidate number/exam number at the top of each exam paper **AND** sign it.

The examination is NOT finished **until you have left the examination room.** You must remain silent throughout.

Time

- Make full use of the exam time; don't finish too early.
- Allow enough time for each question.
- Use the clock in the exam room to avoid a last minute rush.
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer.
- Read through and check your answers at the end.

Which Questions

Read **all** the questions first, slowly and carefully. **If you have a choice** then:

- Decide which you are going to do – choose those that will earn you the most marks.
- Sort the order in which you want to do the questions.

Planning the answers

- Check carefully what the question asks for :
 - What *knowledge* and *facts* does it need?
 - Is it testing a skill e.g. *comprehension*?
 - Is it asking you to make *comparisons* and highlight *differences*?
- Could you improve your answer by using diagrams or sketches?
- Start your answer only when you are sure of your plan.
- Don't worry if you see others starting to write, just concentrate on your own planning.

After the examination

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you have done well and those that you need to improve the next time.

Do not waste time worrying about the examination you have just done – you cannot do anything about it!

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Examination Timetable?

A: The details on your Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for school / university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my timetable. What can I do?

A: We can rectify this problem very quickly. Please see the Exams Officer with a copy of your birth certificate and we will amend our records. This will ensure that your certificate is correct.

Q. What do I do if there's a clash on my timetable?

A: We will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If it is necessary to timetable an examination from the morning session to the afternoon of the same day you will need to be supervised by an invigilator and not permitted contact with any other students or access to the internet. You will be issued with an Examinations Clash Timetable. If in doubt contact the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number/Exam Number?

A: Candidate Numbers/Exam numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

A: The Centre Number is 27141. It will be clearly displayed on the board in the examination room. It is also on the identification card on your desk.

Q. What do I do if I have an accident or I am ill before the examination?

A: Inform school at the earliest possible point so we can help or advise you. In the case of an accident that may mean you are unable to write it may be possible to provide you with a laptop or scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What do I do if I feel ill during the examination?

A: Put up your hand and an invigilator will assist you. You should inform the Examinations Officer /Invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. What is an application for Special Consideration?

A: This is for exceptional circumstances. Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a **maximum 5%** (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of controlled assessment / coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. If I'm late can I still sit the examination?

A: Provided you are not more than one hour late it is still possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The Examinations Officer or a member of the Leadership Team will escort you to the examination room. You must not enter an examination room without being escorted in. You should also be aware that if you start the examination more than 60 minutes after the published starting time the school is obliged to inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

A: **No.** Timetables are published by the Examination Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: **Yes.** Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What items are not allowed into the examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. This may also include other subjects / examinations taken with the same Board. Bags and coats and any other items not permitted under examination regulations and must be left in your locker. Do not bring any valuables into school when you attend for an examination. No food is allowed in the examination room.

Q. Why can't I bring my mobile telephone into the examination room?

A: Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, a smartwatch or a wrist watch which has a data storage device or headphones) is regarded as cheating, even if you do not intend to use it, and is subject to severe penalties from the awarding bodies.

Q. How do I know how long the examination is?

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed electronically on the wall at the front of the gym or written on the whiteboard in other examination rooms. There will be a clock in the room and all timings are set by this clock.

Q. Can I leave the examination early?

A: It is a requirement of the Examination Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour). It is not school policy to allow candidates to leave the examination room early, as the security of the examination paper could be compromised. A candidate may not leave the examination room without the permission or the accompaniment of a member of the examinations staff.

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

A: The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

A: You need to go to the toilet before the exam as it is very disruptive to other students if you need to leave. However, if it is absolutely necessary for you to go you will be escorted by an invigilator, who will nominate a toilet block and cubicle for you to use and you will not be allowed any extra time.

Q. What do I do if I don't get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult with the subject teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer. You must complete a Candidate Consent Form.

AFTER THE EXAMINATIONS

Exam Results

Results days, as below, more information will follow

A / AS Level results **Thursday 13th August 2020**

GCSE results **Thursday 20th August 2020**

Enquiries about Results

Re-marks

If you would like to query a mark/grade upon receipt of your exam results you should contact the relevant subject teacher by the deadline specified by the Exams Officer. The deadline will be specified in the examination pack given to you on Exam Results day.

You should consult your subject teacher to review your marks/grades, the breakdown of marks and grade boundaries before requesting the remark. **Please be aware that grades can be either raised, remain the same or lowered.**

If you wish to go ahead payment must be received before the request can be processed. In all cases the consent form must be signed by you before the application can be processed.

Access to scripts

Following the release of results, you can request a return of an exam script. Please be aware when the Exam Board has returned the original script to you can no longer request a remark of this exam paper.

Exam Certificates

Certificates will be presented to students at our Awards Evening in November. We will write to you with details nearer to the time.

Alternatively, certificates can be collected from the Exams Office as soon as they are received. They can also be sent to you, but you will need to pay a small fee to cover the postage. We prefer not to post certificates because of the risk of them being lost en-route. If you would like your certificates posted home please bring a self addressed hard back stamped envelope to the Exams Officer.

PLEASE NOTE: WE ARE ONLY OBLIGED TO KEEP CERTIFICATES FOR 12 MONTHS. PLEASE ENSURE THAT YOU COLLECT YOUR CERTIFICATES – THEY ARE EXPENSIVE TO REPLACE.

A copy of the Examinations Appeals Policy can be made available upon request.

APPENDICES – IMPORTANT JCQ DOCUMENTS

Appendix I
Information for Candidates—For written examinations

Appendix II
Information for Candidates—Privacy Notice

Appendix III
Information for Candidates—Social Media

Appendix IV
No Mobile Phones Poster

Appendix V
Warning to Candidates

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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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Information for candidates For written examinations – effective from 1 September 2019

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: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p> |
| 5 | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. |
| 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: <ul style="list-style-type: none"> 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 formulas; 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. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if: <ul style="list-style-type: none"> 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 | When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. |
| 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 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: <ul style="list-style-type: none"> 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 from the exam room any stationery. 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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

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| AQA | https://www.aqa.org.uk/about-us/privacy-notice |
| CCEA | http://ccea.org.uk/legal/privacy_policy |
| 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/about-us/data-protection/WJEC%20Privacy%20Notice.pdf |

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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 holds. 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 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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 assessment 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.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

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



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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

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

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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



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| 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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014