



Chew Valley School

Learn

Grow

Achieve

Information for Examination Students

2023





Chew Valley School

Learn Grow Achieve

Headteacher: Gareth Beynon BA (Hons), MA

Chew Magna, Bristol BS40 8QB

Tel: (01275) 332272

Email: enquiries@chewvalleyschool.co.uk

Web: www.chewvalleyschool.co.uk

Dear Students & Parents

April 2023

Students have received their timetables for exams, but this can also be accessed via the Insight Portal. Please check the Insight Portal the evening before each exam, as sometimes rooms may change. Final paper versions will be distributed via tutors in May – the only difference from the copy you already have, is there will be seating and rooming arrangements added.

All public examination students have to comply with regulations for candidates issued by the Joint Council for Qualifications, JCQ. JCQ is the regulatory body for all Examination Boards in the UK.

Every effort has been made to ensure that JCQ regulations are clear and familiar to our students. To assist students, they have been issued with a copy of the documents below which are also available on our website and which we must ensure they read and understand;

- Information for Candidates – Coursework Assessments
- Information for Candidates – Non-examination Assessments
- Information for Candidates for On Screen Tests
- Information for Candidates for Written Examinations
- Information for Candidates - Guidelines for Social Media use
- Information for Candidates – Privacy Notice

Students have also been given a copy of this Examination Booklet which gives them information and reminders pertinent to Chew Valley students which, again, includes the notices listed above. We would also urge Parents and Carers to read the Examination Booklet so everyone is familiar with the content.

Staff will give students support and assistance towards preparing for their final examinations throughout the next few weeks. Deadlines for coursework and dates for Controlled Assessments/Non Examination Assessments are set by class teachers and will vary depending upon your son/daughter's subject choices.

It may be of some assistance to parents/carers to have some overview of what to anticipate throughout the forthcoming academic year but please note, **all dates below are provisional:-**

May MFL Speaking Controlled Assessment

May Art Exams

Students' FINAL Summer Individual Timetable available via Insight Portal. This final timetable indicates **the date/time/venue** for each subject paper. It is **VITALLY** important for students to read and note this information and to ensure they know where to go for every exam as they will not necessarily sit all exams in the same location.

Please note: The date, time and venue are NOT NEGOTIABLE. If an afternoon exam finishes after the coach departure time, Parents/Carers

must make arrangements for transport home as students cannot be released early from the exam room and coaches cannot be held back.

May 2023 Main exam period begins.

Wednesday 28 June - 6th Form Induction Day

GCE Results day - Thursday 17 August 2023
8.30am via Insight Portal

Please remember that your Insight portal access will cease on 31st August 2023

GCSE Results day – Thursday 24 August 2023
8.30am via Insight Portal

Please remember your Insight portal access will cease on 31 August 2023 if you are not joining 6th Form.

As a guide, external exams are scheduled from early May until 28 June 2023. Please remember that these dates are subject to change.

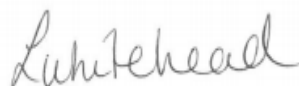
For Public Examinations, students must be present in the exam venue **15 minutes before** the timetabled starting time. This is to ensure all notices are delivered and that students are in the correct location with the correct paper in front of them. Students have to supply their own pens, pencils and mathematical equipment. Please note - students should only use **BLACK** ballpoint pens, in accordance with JCQ regulations. Gel pens are not permitted. Full school uniform must always be worn for 11 and suitable, appropriate clothing for Years 12 and 13 (covering shoulders and midriff). **Hoodies and wrist watches** are not allowed in Exam Rooms.

You will be able to find information regarding JCQ regulations on the notices to candidates. Please be aware that these are JCQ regulations and all exam candidates **have** to follow them. Every year the school will receive at least one inspection visit. These visits are spot checks which enable the JCQ to confirm that exam regulations are being followed within each registered centre.

We would ask that if your son/daughter has any queries or concerns to speak with their tutor, subject teacher, Head of House or the Examinations Officer. We wish them all the very best with their exams!



Mrs Kate Rowlands
Deputy Headteacher



Mrs Louise Whitehead
Examinations Officer

Introduction to this Booklet

The aim of this booklet is to guide you through the **public examination** period by explaining the procedures and by answering some of the questions you may have.

The information contained in this booklet is vitally important, please read it carefully, and if you are unsure about anything, please pop in and see one of us, or send an email.

Where can I find out more?



Mrs Rowlands & Mrs Whitehead are responsible for the school's examinations. Mrs Whitehead works from an office next to L8 and can be contacted by phone or email

exams@chewvalleyschool.co.uk

WE ARE HERE TO HELP YOU....

What are Public Examinations?

These are exams for which the school has to pay a fee to an external examination board. These boards are independent of the school. They set and mark examination papers, assessments etc. Each exam board awards qualifications such as GCSE, BTEC and GCE A levels, providing a certificate if results have been achieved.

The school currently uses 4 examination boards and you can find out which board is used for all the subjects you take by asking your teacher or the Exams Officer. You can access this information on the schools website. All the boards have websites full of useful information to help you to prepare for your exams.

The exam boards are:

 aqa.org.uk	 ocr.org.uk	 edexcel.org.uk	 wjec.co.uk
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When do Public Examinations take place?

There are 3 main periods during which exams happen, although controlled assessments, practical assessments and language speaking exams can occur throughout the year and dates are set by each department and communicated to you separately.

November: This period is for English and Maths GCSE re-sits only

January: Cambridge Nationals, some GCSE modules and A Level Business.

Summer: The main exam period for all subjects

Exams occur during normal term time, and it is essential that you do not arrange holidays during scheduled school dates. **In the summer, all exams are finished by 30th June 2023 and Year 11 & Year 13 students need to ensure they are available right until this date. Please be aware these dates may change.**

Personal Information

Chew Valley School has a unique Centre Number: **50741**

Each student will have their own Exam Number, issued by the Exams Officer. This number will appear on all official statements (entry summary, exam timetable, certificates etc.). Legal names appear on certificates and not preferred names. Please contact Mrs Whitehead if you would like to use your preferred name.

The entries (Higher/Foundation for Maths, Science and Languages) for all your exams are usually decided by your teacher. A thorough checking procedure is in place to ensure that the entries are correct which includes **checking by the candidate**. When you receive statements of entries check them to make sure all the information is correct. If you are in **ANY DOUBT**, please see your teacher or the Exams Officer. Once the timetables have been organised, they will appear on the **INSIGHT PORTAL**.

What to wear?

Year 11 students need to wear normal school uniform at all times. Students will not be admitted to the examination room if they do not follow this request. Hoodies are not to be worn.



Students in the 6th Form should dress in an appropriate manner. Hoodies are not allowed in the Exam Room.

Please note that no watches are permitted in exam rooms. Digital or analogue. There are no exceptions.

The day before each Exam....

Make sure you check your timetable via the **INSIGHT PORTAL** just before your exams. Late changes to venues may have occurred. It is your responsibility to arrive promptly and to ensure transport arrangements are in place for both journeys. **This is especially important for afternoon exams which frequently finish after the school buses have gone – students cannot be released early from the exam room to get the bus home.**

Ensure you know which room your exam takes place in and where that room is in the school. If in any doubt, ask a teacher or come to the Exams Office.

Prepare your school bag with all necessary equipment needed.

On the Day of the Exam....



<u>For morning exams</u> You need to be at your venue by:	15mins before
<u>For afternoon exams</u> You need to be at your venue by:	15mins before

Your timetabled exam start time is the time we plan to start the exam, it is not the arrival time.

You will be registered in the exam venue. Do not go to a tutor base.

Once you are inside the exam venue you are under Exam conditions and the supervision of the Exam Invigilators. You **MUST FOLLOW ALL THEIR INSTRUCTIONS**, be silent and listen carefully to them. If you have any queries, do not disturb another candidate but raise your hand to alert the invigilators.

In the event of an emergency and FIRE EVACUATION, follow the instructions of the invigilators.

- DO NOT** take any exam materials (papers, books etc.) with you
- DO NOT** talk – if you are observed talking, your exam may be void
- DO NOT** remove bags. Leave all belongings behind
- DO NOT** go to your normal evacuation point – you will be directed to the exam evacuation point (outside Lake View House). **YOU MUST REMAIN SILENT**

Who is responsible for knowing when and where the exams are?

You are. Your personalised timetables will be on the **INSIGHT PORTAL** and you will be told when it is available. You need to check your timetable thoroughly. Speak to your teachers or to the exams team if you need anything explained. It makes sense to add dates, times & venues to your iPad/mobile phone. Do not follow your friends as they may be in a different room!

PLEASE READ THIS DOCUMENT AND STICK TO ITS RULES!

What are the Exam Rules and what happens if they are broken?

The rules for the conduct of public exams are clear and non-negotiable. They are spelled out in detail by JCQ, the body that acts on behalf of all exam boards. These rules are attached to the back of this booklet. Copies are also available on the school website.

Important Reminder of Basic Rules

	YOU MUST BE SILENT from the moment you enter your exam venue until the moment you are well outside. No excuses!	
	DO NOT ATTEMPT TO COMMUNICATE WITH OTHER STUDENTS. This includes talking, hand movements, eye contact etc. <u>Face forward at all times</u> and put your hand up if you require any help or have a query.	
	BRING ALL NECESSARY EQUIPMENT WITH YOU IN A CLEAR BAG/PENCIL CASE. Calculators (if permitted) should be without lids or any written instructions with the calculator memory cleared	
	WATER ONLY IN A CLEAR PLASTIC BOTTLE- NO SPORTS TYPE BOTTLES.	
	Mobile phones, alarms, MP3 players, smart devices and watches, tippex and correction/gel pens are FORBIDDEN. You will be asked to remove your watch and hand to an Invigilator if you forget to leave it outside. Any device found to be on a student will be confiscated and the exam board informed. This often leads to your paper being cancelled and no grade being awarded! Leave all Phones in your bags.	
	Pens need to be BLACK INK only. You must only write in the designated areas. You are responsible for making sure your answers are legible and your handwriting is clear.	

The full list of rules are in the JCQ document.

The exam boards have the power to **DISQUALIFY YOU FROM ALL EXAMS** if you break any of their rules.

The rules will be governed by **INVIGILATORS** – members of staff appointed by the Headteacher, Mr Beynon, to conduct exams safely and fairly.

You must follow their instructions at all times.



Timetables

When will I get my timetable?

For the main summer exam season, paper copies have been distributed so that your preparations can be well planned. Although you can check in the exams area of the Insight portal too.

When will Language Speaking tests and Art exams take place?

Language speaking tests will be arranged through your teacher and are generally in May. Similarly, Art practical exams will be arranged by your teachers and usually held in April/May.

Lateness, Illness and Injuries

What happens if I am late?



DO NOT BE LATE– if anything, aim to be early!

If you are only a few minutes late, go straight to the exam venue and do not report to Reception. If you are more than 10 minutes late, report to Reception and ask them to contact the Exams Officer. In special circumstances, it may be possible for you to take the exam, **but this is not automatic**. “Oversleeping” is unlikely to be accepted unless the exam board can be satisfied that the integrity of the exam has not been compromised.

What if I am ill or injured?

Accidents and illness do happen, but if at all possible, you need to turn up to your venue and on time. We can apply for special consideration if you take your exam under these circumstances, but will need written verification (usually a Doctor’s/Hospital note), which you will need to give to the Exams Officer immediately. exams@chewvalleyschool.co.uk

If you cannot get in for the exam at all, you need to ring the school immediately this becomes apparent on 01275 334225 (direct line to the Exams Office) **and** email the Exams Officer to tell them the circumstances (email addresses are on page 2). Do not expect the absence line to pass on messages about absence from exams due to illness/injury as these will not reach us in time for the start of morning exams.



Do I need to pay for my exams?

No - if you have **missed an exam for a good reason**. However, Exam entries cost the school a lot of money so you may be charged if you fail to attend.

Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	C
4	C
3	D
2	E
1	F
1	G
U	U

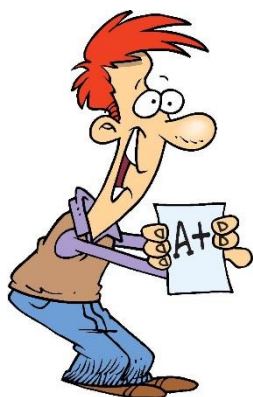
GOOD PASS (DfE)
5 and above = top of C and above

AWARDING
4 and above = bottom of C and above

Results and Results Day

Results of external exams will be available via the **INSIGHT PORTAL** from 8.30am on the published results dates. Results can be printed from the Insight Portal at home if convenient. You can come into school to collect results and we will write to you before these dates to let you know the arrangements.

However, please remember that your Insight portal access will cease on 31st August 2023 if you are not returning to school in September.



Exam Season (2023)	Results Date	Time & Location
Summer 2023 (A Level)	Thursday 17 th August 2023	8.30am Insight Portal
Summer 2023 (GCSE)	Thursday 24 th August 2023	8.30am Insight Portal

Certificates

Certificates confirming your results are vitally important documents and should be carefully stored as they will almost definitely be needed at a later date. You can collect them either at your GCSE or A Level Certificate Presentation Event – normally in December, (we will write to invite you to this later in the year) or in person from Reception shortly after the Presentation Events.

If you are unable to collect certificates yourself, you may arrange for a friend or family member to collect these on your behalf but we must have a written note of consent from you and the person collecting must bring photo ID. We are unable to post certificates and any uncollected certificates will be destroyed after one year, in line with regulations.

Please remember that your Insight portal access will cease on 31st August 2023 if you are not returning to school in September.

Lost Certificates

If you lose your certificate you would need to apply directly to the exam board concerned for a statement of results – contact details for the exam boards are on the school website. This can cost in excess of £50 per certificate, so please keep them safe! The school does not keep copies of any examination certifications.

Legal names appear on certificates and not preferred names, so if you wish to change this in advance, please email Mrs Whitehead.

Post Results Services

It is possible that some of your results could be disappointing. In some cases, this is likely to be a reflection of the work you have done in your preparation. However, if any of your results are significantly below your expectations, there are a number of options you may wish to pursue. These options need to be thought about carefully and discussed with subject teachers, parents/carers and the Exams Officer before you embark on them.

Enquiries about Results (EARS)

The following services are available:

GCE

PRIORITY Review of Marking (where a University Place is dependant)	Approx. £ 75 per paper. (ie Maths – 3 Papers @ £75 x 3 = £225)	DEADLINE – 10am 24 August 2023
Review of Marking – can take 20 days	Approx. £60 per paper (ie Maths – 3 papers @ £60 x 3 = £180)	DEADLINE – 10am 2 September 2023

GCSE

Review of Marking – can take 20 days	Approx. £60 per paper (ie Maths – 3 papers @ £60 x 3 = £180)	DEADLINE – 10am 10 September 2023
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Access to Scripts (ATS)

You can request a copy of your script/exam paper. Please speak to the Exams Officer to find out all of the options. This may be an option for checking if you need a paper reviewed.

These deadlines represent **THE VERY LATEST** date for completing EARS. Remember you need to check what to do with subject staff, see the Exams Officer to check for availability of the service you require and the correct fee. Information with forms/fees/deadlines are published on the school website. **YOU SHOULD ORGANISE ANY ENQUIRY EARLY TO AVOID MISSING THESE DEADLINES WHICH ARE FIXED BY THE EXAM BOARDS.**

In all cases, you will be asked to sign an acknowledgement that your results may remain unchanged or could go up **or down**. Grades that go up will have their fee refunded. Please note that Coursework or NEA's cannot be re-marked.

Re-sits

Only GCSE English & Maths can be re-sat in the November series if you attend 6th Form here.

And Finally.....

Exams can be a worrying time, but if you revise effectively, prepare properly and make sure you organise yourself (pens, calculator, clear pencil case, checking your timetable etc.) then you can reduce stresses during the exam season to a minimum.

Please speak to your subject teacher or to the Exams Office staff if you are unclear about any of the procedures involved in your exams.



BEST WISHES FOR ALL YOUR EXAMS

Handwritten signature of Mrs Kate Rowlands in black ink.

Mrs Kate Rowlands
Deputy Headteacher

Handwritten signature of Mrs Louise Whitehead in black ink.

Mrs Louise Whitehead
Exams Officer

Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

Plagiarism

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

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- 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.

Research and using references

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

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

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

The regulations state that:

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

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

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

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

On-screen tests

With effect from 1 September 2022

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, or a watch.

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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

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.

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.



Joint Council for
Qualifications ^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2022

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Produced on behalf of:



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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

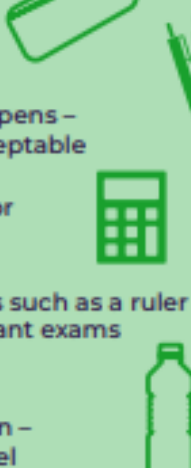
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

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

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

