



Market Field
College

EXAMINATIONS STUDENT HANDBOOK 2022 - 23



CENTRE NUMBER: 16400



Market Field College

EXAMINATIONS STUDENT HANDBOOK

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Market Field College

Introduction

Public examinations can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Market Field College will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that they will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) set down strict criteria for the conduct of examinations on behalf of the awarding bodies (examination boards) and Market Field College is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK.**

If you have any queries or need help or advice at any time before, during or after the examinations please contact Mrs S Starling the Exams Officer.

Exams Queries – (01206) 825195 Ext 209 or (01255) 736020 Ext
302

Email – exams@marketfield.essex.sch.uk or ssstarling@marketfield.essex.sch.uk

Remember – we are here to help.

GOOD LUCK

EXAM CHECKLIST



Aim to arrive at the exam room 15 minutes prior to your exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey. If you are running late, it is vital to telephone the College as soon as possible **(01206 825195 / 01255 736020)** so we know you are on your way.



When taking exams, bags and coats should be left in your lockers.

Please make sure you know where you are sitting before you enter the exam room. Seating plans will be posted in the College Reception as well as outside the examination venue. Invigilators will be there to help you.



Phones – **Students must not have mobiles phones in their possession** (either on or off). This is very important – if a phone is found it must be reported to the exam boards and there is a good chance that you will be disqualified from that paper and probably the whole exam.



You must not have any potential technological/web enabled sources of information such as an iPod, iPad, MP3/MP4 player or a wrist watch of any kind. Revision notes are also prohibited.



You should bring **2 black pens**, pencil, rubber, calculator and any other equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use blue pens** – this is because many of the exam papers are now scanned and sent electronically for marking – blue pens do not scan well and this may result in no marks being given for your paper.



In an exam where you have the use of a calculator, calculator covers are not allowed inside the exam venue. Covers should be left in your bag or at home. **Please make sure you remember to bring your calculator.** We do not have enough spares to lend to everyone!

Sshh!

There is absolutely no talking or communication between students once you enter the exam venue. This would be classed as malpractice and must be reported to the exam board. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food is allowed in the exam venue (if you have a special requirement – please see Mrs Starling, Exams Officer, before the exams).



Water bottles are allowed in the exam venue if necessary and should be placed on the floor, under your desk. These should be clear bottles. There should be no label on the bottle. No other kinds of drinks are allowed.



If you are ill and are unable to attend an exam it is vital you phone the College before 8.30am **(01206 825195 / 01255 736020)** to inform us. You must also obtain a note from your doctor detailing the reason for non-attendance.

If you are feeling unwell, but still able to travel, come in and we can assess the situation then. In most cases it is better to take the exam if you can.

If you do not attend an exam without a valid reason, you will be invoiced for the full cost of the award (from £35 to £75).

STUDENT CONDUCT DURING ALL EXAMINATIONS

Read the following carefully:

- Know the dates and times of **all** your examinations. You will receive a statement of entry followed by a timetable showing all your exam venues and seat numbers. Check all the details carefully. If you turn up in the afternoon for an examination timetabled for the morning, you will **not** be allowed to sit the examination.
- Unless otherwise stated, morning examinations **start at 9.30am** and afternoon examinations **start at 1.00pm**. You are required to assemble in the College Reception Area at least **30 minutes before the start** of each examination.
- Enter the examination room in silence and remain in silence unless addressed by a member of staff. Bags and topcoats should be left in your lockers. Only **see- through pencil cases** will be allowed on examination desks.
- Know your candidate number and the number of your seat in the examination room. Your seat number for each examination is printed on your personal timetable, e.g. Seat number C4 means you will be in row C, seat 4. On your desk will be a card with your name and examination number printed on it. Do not write on this card or remove it from the examination room.
- Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- In the examination room, you must not have on your person any unauthorised materials or equipment which may give you an unfair advantage such as notes, calculator cases/instruction leaflets, electronic communication/storage devices, including **mobile telephones**, iPods, iPads, MP3/4 players or any other products with potential technological/web enabled sources of information. You are not permitted to wear any kind of **wrist watch**. Possession of unauthorised material is malpractice (breaking the rules), even if you do not intend to use it, and must be reported to the awarding bodies. You will be subject to penalty and possible disqualification.
- You are **not allowed** to have a mobile phone or any other electronic device on your person during an examination. If you are found in possession of a mobile phone this will be regarded as malpractice and must be reported to the awarding bodies. Please leave mobile phones at home.
- You must write in **black ink or ballpoint pen**. Pencils, coloured pencils or inks may only be used for diagrams, maps, graphs, etc, unless instructions on the front of the question paper state otherwise.
- You must not use correcting pens, fluid or tape, highlighters or gel pens in your answers, although highlighters may be used on question papers
- No talking or communication with other candidates during an examination. This would be regarded as malpractice and must be reported to the awarding bodies.
- Put up your hand if you require the assistance of an invigilator.
- A missed examination could mean no grade being awarded for that examination. If you are absent due to illness, a medical certificate must be submitted. If no satisfactory reason is given for absence you will be required to reimburse Market Field College the full examination fee.

EXAM EMERGENCY EVACUATION PROCEDURES

In the event of a fire alarm, the following procedures apply:

- Invigilator to note the exact time that the fire alarm went off and how long the examination has been going on.
- Instruct candidates to stay silent, stop writing and close their answer booklets. To remain seated, stay calm and await instructions.
- The Sports Hall should not be evacuated (unless a clear danger is immediately identified) until confirmation has been received from the Exams Officer or a senior member of staff that it is a genuine emergency.
- Exams sat in any venue without a direct means of escape should be evacuated immediately following the protocol below.

If a false alarm is confirmed:

- Restart the exam, noting the exact time at which the interruption occurred.
- Note the duration of the interruption and recalculate the end time so that candidates have the full working time for the exam.
- Note down the details of what happened so that a report can be submitted to the Exam Board.

If a genuine emergency is confirmed, please do the following:

- **IMPORTANT - BEFORE** the students exit the exam room, announce that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to anyone or use a mobile phone i.e. they must be instructed to remain silent!
- Remind them that a breach of regulations could mean disqualification from their examination.
- Tell the students to remain calm and ask them to leave their belongings and exam papers on their desks and leave by the nearest fire exit as instructed. One invigilator should leave with a group of no more than 30 students.
- **IMPORTANT** - the students should assemble in the car park at the front of the College as a separate group. They must remain isolated from the other classes/students. They must remain in SILENCE.
- Students MUST remain in groups according to which examination they are taking
- Registers should be taken out by the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for. Any missing students to be reported to the Exams Officer, who will report to the appropriate authorities.
- When the all clear is given, invigilators will accompany their group of students back to the exam room in SILENCE and follow the instructions given above for restarting after a false alarm.
- The Exams Officer will send a full report to the awarding bodies and request special consideration for the students involved.

RESULTS

2022 – 23

Qualification	Exam Series	Results Day
iGCSE Cambridge Nationals	Summer 2023	Thursday 24 th August 2023
Vocational Subjects	Summer 2023	Result notification within 20 working days of upload/receipt of completed assessments.

EXAM CERTICATES

Certificates arrive at Market Field College by:-

Exam Series	Certificates available
Summer	November

Students are invited to collect their certificates at our presentation afternoon which will be held in December 2023.

Details will be included in the results envelopes in August.

Enquiries About Results Procedures and Appeals

Market Field College is committed to ensuring that all pupils have equal access to the full range of Enquiries about Results offered by the exam boards.

Candidates have a right to appeal to the awarding body if they feel their results are not accurate. There are a number of services that all awarding bodies offer but candidates should be aware, that as a result of any appeal, marks and grades may also go down or stay the same as well as going up.

Awarding bodies have fees associated with the various forms of review and the candidate is responsible for paying these fees to the College prior to an application being made on their behalf. If there is a change of overall grade (not just mark) the fee is refunded. The process is managed by the Exams Officer and requests must be made via the College. A candidate may not make a request directly to the awarding body.

Any candidate who wishes to query a mark/grade given by an awarding body following the issue of results should use the following procedure:

- All requests for enquiries about results must be received by the Exams Officer by the published deadlines of the awarding bodies.
- Market Field College must support the application before a request is submitted and the candidate should discuss this with the Examinations Officer and subject teacher.
- A fully completed Enquiries about Results form must be signed by the candidate prior to the submission of an application. This form gives consent for the request to be made by the candidate and acknowledges that marks may go down as well as up. Forms are enclosed in individual results envelopes and are also available from the Exams Office.
- No request will be submitted until appropriate payment and a signed consent form has been received by the Exams Officer. Payment can be made via Pay360.
- The outcome of all enquires will be forwarded to the candidate as soon as possible after being received from the awarding body.

In circumstances where Market Field College does not consider the enquiry appropriate, the following internal appeal procedure applies:

- The candidate should appeal against the decision not to support an enquiry in writing to the Exams Officer at least 5 working days before the published deadlines for EARs. The appeal should state in detail the reason(s) for the appeal and must be signed and dated.
- Market Field College will arrange a meeting with the candidate, their representative (parent/guardian/friend), the Exams Officer a member of the Senior Leadership Team and other staff as appropriate at the earliest possible opportunity to ensure the awarding body deadline does not pass.
- After hearing reasons for and against the enquiry a final decision will be made by the member of SLT. The decision will be provided at the meeting and communicated to the candidate in writing within 48 hours. The decision is final.

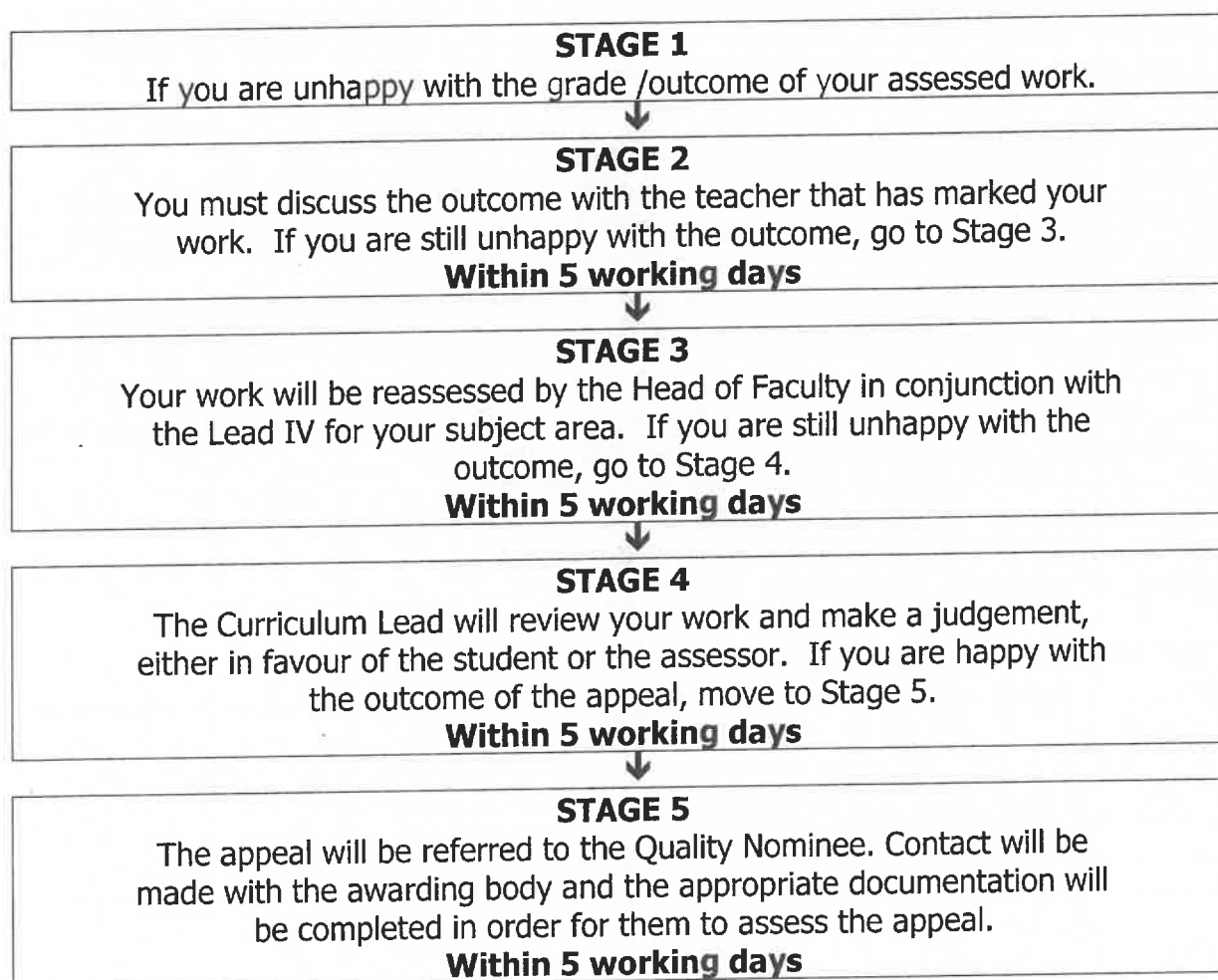
Market Field College Vocational Appeals Process & Policy

Appeals Process

There are 3 grounds on which a student can appeal:-

- They feel the grading criteria were being met but the teacher failed to recognise this.
- They feel they haven't been supported appropriately during the assessment of the unit.
- The teacher is not willing to accept alternative evidence as meeting the evidence requirement.

Market Field College will follow the exam board(s) policy regarding your right to appeal. The exam board(s) will not intervene until we have carried out an extensive internal enquiry which involves these five stages: -



Frequently Asked Questions

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

Market Field College will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch and revision material as you will have to remain in quarantine until both exams are completed.

What do I do if I have an accident or am ill before the exam?

Inform the College as soon as possible so that we can help or advise you. You should obtain medical evidence (from your GP or hospital) in order for us to put measures in place to enable you to sit your exams as planned wherever possible.

What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform the Exams Officer or an invigilator if you feel ill before or during an exam.

What happens if I arrive late for an exam?

If you arrive at College after the exam has started, you should report to Reception and/or the Exams Office. You must not enter an exam room unaccompanied once an exam has started.

You may be admitted to the exam venue to take the exam, but it may have to be reported to the awarding body. If possible, we will allow you the full time allocated, but in some circumstances this will not be possible and you will only be able to use the time remaining to complete your entire paper. It is therefore imperative that you arrive at College in plenty of time and allow extra time for transport delays etc.

What happens if transport links are delayed?

Phone Market Field College immediately.

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

No. Timetables are published by the exam boards and you must attend on the stated date and time.

What equipment should I bring?

- For most exams you should bring at least 2 pens (black ink only).
- For most exams you will need a calculator, a ruler, pencil sharpener, rubber.
- For some exams you will need compasses, protractor, coloured pencils crayons (not gel pens).
- You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers 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 awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term 'Malpractice'?

Malpractice is when a candidate fails to comply with the JCQ regulations and therefore breaks the rules.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Do not confuse the duration of the exam with the start time. The Exams Officer / Invigilator will tell you when to start and finish your exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

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

The invigilator will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Candidate numbers are printed on your individual timetable. During each exam you will have a name card placed on your exam desk which displays your candidate number.

What do I do if I forget the College Centre Number?

The Centre Number is **16400**. It will be clearly displayed in the examination room.

Can I leave the exam early?

No. It is Market Field College's policy that all candidates should remain in the exam room for the full duration of each exam.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator.

Why do I need to check the details on my Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your exam 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 college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if I don't get the expected grades?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Exams Officer, 6th Form Team or subject teacher who will give their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or may even stay the same.

Enquiries about Results Forms will be included in your results envelope and will detail all fees and deadlines.

You must complete an Enquiries about Results consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam mark enquiry request to the exam board (which is refunded if your grade changes).

How do I appeal a result?

<https://www.jcq.org.uk/exams-office/appeals/>

<https://www.cityandguilds.com/feedback-and-complaints/learner-complaint-form>

MALPRACTICE

Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for.

Definition of Malpractice by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Improper assistance to candidates. inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework / portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work or the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment / tasks / portfolio / coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records / certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of the assessment.

THE CENTRE WILL:-

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare their work is their own.
- Ask learners to provide evidence that they have integrated and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Deputy Headteacher and all personnel linked to the allegation. The individual will be made fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgement made.
- Document all stages of any investigation.

Malpractice by Learners

Stage 1 ↓	The Head of Centre will declare any Suspected Malpractice to the awarding body immediately.
Stage 2 ↓	The student and the incident will be reported to the exams officer. The students will be asked to write an account of the incident, a written account from the assessor will also be required.
Stage 3 ↓	The exams officer will keep a copy of the statement and pass to the Head of the Centre.
Stage 4 ↓	The Head of Centre will submit the appropriate forms to the awarding body and pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

The following sanctions may be applied by the awarding body:

- Warning
- Loss of marks
- Loss of all marks gained in a component or a unit
- Disqualification from the unit
- Disqualification from all units in one or more qualifications taken in the series
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series
- Barred from entering for examinations for a set period of time

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 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

What you cannot take into exams:

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



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

Written examinations

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, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, 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 inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

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

NO MOBILE PHONES NO WATCHES

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



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

DISQUALIFICATION

from your examination and your overall qualification.

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

Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



©JCQ ^{CIC} 2022

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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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

E. Advice and assistance

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

F. At the end of the on-screen test

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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



Image by Ben Wright

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>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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



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

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

Preparing your work — good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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.

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- 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