

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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Introduction

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

Purpose of this handbook

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

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place.
- Malpractice means any act or practice which is in breach of the regulations.
- Malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence, speaking exams and the writing of any exam paper.
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work.
 - Undermining the integrity of examinations/assessments

Please see examples of malpractice on page 10 of this document and the malpractice policy on the NSG website under the students' exam tab.

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice appendix 5 of this handbook and on the NSG website under the students' exams tab.

Copyright

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

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents – coursework (appendix 1), non-examination assessments (appendix 2), social media (appendix 6) also found on the NSG website under the students' exams tab.
- Teachers will inform students which NEA work is externally marked/assessed etc.
- Deadlines are issued by subject departments so please speak to the relevant department staff.
- Teachers will inform candidates of their centre assessed marks. This enables you to request a review of marking prior to the marks being submitted to the awarding body should you wish to do so.

Written timetabled exams.

- Candidates will receive a statement of entry for all GCSE, BTEC and GCE written examinations in advance of written examinations.
- Check that your personal details and exam entries on this document are correct, this information will be printed on your examination certificates, once they are printed, there is a £55.00 fee to reprint them with correct information.
- If any information on the candidate statement of entry is incorrect, please see the Exams Officer as soon as you receive it (Exam Office is located in Oak 12).
- Exam dates and times are set by the awarding bodies. These dates and times cannot be changed.
- You must attend all examinations that are on your statement of entry. Make sure you are aware of all your exam dates and times, misreading the timetable will not be accepted as a satisfactory explanation for absence.
- Candidate exam timetable and any relevant information regarding seating arrangements, exam rooms, etc will be available through the students Edulink app under the exam icon. Full timetables will also be available on the NSG website under the students' exams tab.
- The JCQ information for candidates' documents – written examinations (appendix 4)
- and social media (appendix 6) are located on the NSG website under the students' exam tab.
- Exam room posters – Warning to candidates (appendix 8), Unauthorised items (appendix 7) are also available on the NSG website under the students' exam tab.

Contingency sessions - Summer 2024

The awarding bodies have designated 3 contingency sessions for summer 2024. The afternoon of 6th June, the afternoon of 13th June and all day 26th June 2024 as a 'Contingency session' for examinations.

The designation of a contingency day within the common exam timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of exams in summer 2024, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort, the affected exams will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the final contingency day on June 26th 2024. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of exams will always rest with the awarding body. The centre must conduct the exam on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled exam(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

On-screen tests

- Teaching staff will inform candidates about any on-screen test they are taking and what additional information is provided to them, and its purpose.
- JCQ information for candidates – on screen test (appendix 3) can also be found on the NSG website under the students' exam tab.

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

- If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session. Candidates may be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.
- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day, candidates must remain under centre supervision at all times. Candidates may revise using their own paper-based resources whilst under supervision between exams. Candidates will need to bring lunch.

What time your exams will start and finish

- For general qualifications the awarding bodies published start time for all morning exams is 9.00am and for all afternoon exams is 1.30pm.
- Punctuality is important. Please be outside the exam room 10 minutes before the start time.
- Candidates must be kept under centre supervision until one hour after the published start time for that exam.
- General qualifications can only be taken on the dates and times published for that exam.
- A candidate will be considered very late if they arrive more than one hour after the published start time. Candidates will be warned that the awarding body may not accept their script if they arrive very late.

Supervision during your exams

- Exams are supervised by a team of invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- You must follow all instructions given by invigilators.

Exam room conditions

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. You must be silent at all times, even when entering and exiting the exam room. You are not allowed to leave unescorted until the end of the exam when the invigilator will dismiss you.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must not communicate with or disturb other candidates.
- Centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam are displayed in the exam room.
- Complete the front of your answer book correctly (legal names must be used and correct candidate number.) you must only do this when the invigilator's announcement instructs you to.
- Please complete all relevant information on any additional sheets or booklet used.
- Please raise your hand if you need any assistance and wait for an invigilator to come to you, do not leave your seat unless you are instructed to do so.

- Please go to the toilet before all examinations.
- Candidates must not open the question paper until the examination begins.

How your identity is confirmed in the exam room

- Your exam candidate number is the 4-digit number printed on your student card along with your photo.
- Do not deface your student card.
- You will be seated in candidate number order.

What equipment you need to bring to your exams

- All students must remember to bring their own equipment to every exam.
- Black pens, pencils, ruler, mathematical equipment, erasers and a pencil sharpener.
- Borrowing from another candidate is not allowed.

Using calculators

- The instructions on the question paper will say whether calculators are allowed or not.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
 - a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
 - a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

What you should not bring into the exam room

- Mobile phones, iPods, MP3/4 players and watches of any description are not allowed in the exam room.
- Bags, coats and hats are not allowed in the exam room.

Food and drink in exam rooms

- Food is not allowed into the exam room.
- Water is allowed into the exam room in clear plastic bottles only. The bottle must be free from any writing, labels or images.

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

- If you become ill during the exam season or an assessment, please advise Mrs Boddy immediately on 01604 679540.

What to do if you arrive late for your exam

- If you are late for your exam, please contact NSG as soon as you can to explain the situation.
- You will be permitted to sit your exam at the discretion of NSG, if you enter the exam late, you will be given the full amount of time for your exam.
- If you are going to be very late (1hour after the listed start time) inform NSG then SWITCH OFF YOUR MOBILE PHONE COMPLETELY and if possible, give it to your parent/carer or supervisor if you are on a school bus. This way we can prove that you have been supervised and not had contact with another candidate who may have already seen the exam paper. Please ask your parent/carer to physically walk you into school and ensure that they stay with you until a member of staff can take over your supervision.
- If we cannot prove that you have been supervised, the exam board may refuse to mark your paper.

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

- Always follow the invigilators instructions.
- Do not communicate in any way with any other candidate.
- If the exam room needs to be evacuated, the amount of time used in the exam so far will be noted by the invigilator in charge. Once the exam can be resumed, students will retake their seats, in silence, the finish time will be recalculated ensuring that the full allotted time is available to all students.

Candidates with access arrangements/reasonable adjustments

- All arrangements with regards to extra time, reader, scribe, supervised rest breaks and the use of a laptop etc need to be processed through the SENCo department.
- Candidates will be informed of the approved arrangements that are in place for them by the SENCo department.
- Concessions must be the students 'normal way of working'.

Results

- Students can collect their exam results from the school on the mornings of published results days.
- Dates and times will be issued by letters home from Mrs Boddy.
- Results will also be available via the Edulink app.
- Senior members of centre staff will be available on results day to discuss results. If you have any queries, please discuss on results day as the school is closed until September.
- Stamped addressed envelopes can be left with the exam office **before the end of June for results to be posted home.**
- You can also give written permission for a named person to collect results on your behalf. You will need to complete the form sent to you via Edulink with the name of the person collecting, the named person will need to bring their Photo ID. Results will not be given out over the phone or email under any circumstances.

Post-results services

- Post results service options and fees are displayed on results days.
- Enquiries about results have 3 options: priority review of marking (GCE only), review of marking or clerical check. Students must sign a consent form as a review of marking can result in marks going up, down or remaining the same.
- Access to scripts has 2 options: priority copy of script (GCE only) and original script. Students must sign consent if scripts are requested by the school to help with future learning.

Certificates

- Certificates are only issued if you achieve a pass grade i.e., 9-1, A*-E etc.
- Certificates must be collected from reception on the designated collection dates and times in December following the summer exam series. These dates are put in results envelopes and can also be found on the NSG website under the students' exams tab.
- Certificates must be signed for as they are legal documents.
- Regulations state that NSG only needs to hold onto candidate certificates for 12 months so ensure you collect your examination certificates promptly. They currently cost approximately £57.00 each to replace should they be damaged or destroyed.

Candidate Malpractice examples

You need to know that the following would be considered malpractice:

- Plagiarism: this involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examinations or assessments.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Copying from another candidate (including the use of technology to aid the copying).
- 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).
- The deliberate destruction of another candidate's work.
- Failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line.
- Having or sharing details about exam questions before the exam – whether you think these are real or fake.
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be exam related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework, non-examined assessment or the contents of a portfolio.
- The misuse, or attempt to misuse, of exam and assessment materials and resources (e.g., exemplar materials).
- Bringing into the exam room notes in the wrong format (where notes are allowed) or inappropriately annotated texts (in open book exams).
- Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language).

- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examined assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an exam or assessment.
- Theft of another candidate's work.
- Use of artificial intelligence technology websites i.e., 'Chat GPT' in generating responses to questions or coursework tasks.
- Bringing into the exam room or assessment situation unauthorised material, e.g., notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, Air pods/ear buds, electronic noise cancelling headphones, wrist watch or any other similar electronic devices.
- Facilitating malpractice on the part of other candidates.
- Behaving in a manner so as to undermine the integrity of the examination.
- The alteration or falsification of any results document, including certificates.
- **Things not to do on social media:**
 - Buy/ask for/share exam content
 - Pass on rumours of what's in exams
 - Share your work
 - Work with others so that your coursework is not your own independent work

JCQ Information for candidates - coursework

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

Information for candidates

Coursework assessments

Effective from 1 September 2023

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations.

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

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

The awarding body will decide which penalty is appropriate.

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

Penalties for breaking the regulations.

The full version of this document can be found on the NSG website under the students' exam tab.

JCQ Information for candidates – non-examination assessments

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

Information for candidates

Non-examination assessments

Effective from 1 September 2023

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

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

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

Preparing your work — good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

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

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

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

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

The regulations state that:

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

The full version of this document can be found on the NSG website under the students’ exam tab.

APPENDIX 3

JCQ Information for candidates – on-screen tests

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

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

Regulations – Make sure you understand the rules

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

- (a) notes;
- (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

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

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

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

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.

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.

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.

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.

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.

The full version of this document can be found on the NSG website under the students' exam tab.

JCQ Information for candidates – written exams

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

Information for candidates for written examinations –effective from 1 September 2023

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.

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, air pods or earphones/earbuds. Any pencil cases taken into the exam room **must** be see-through.
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
5. If you wear 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.

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.

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.

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 for rough work.

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.

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.

APPENDIX 5

JCQ Information for candidates – Privacy Notice

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



Information for Candidates

Information About You and How We Use It

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

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

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.

JCQ Information for candidates – social media


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

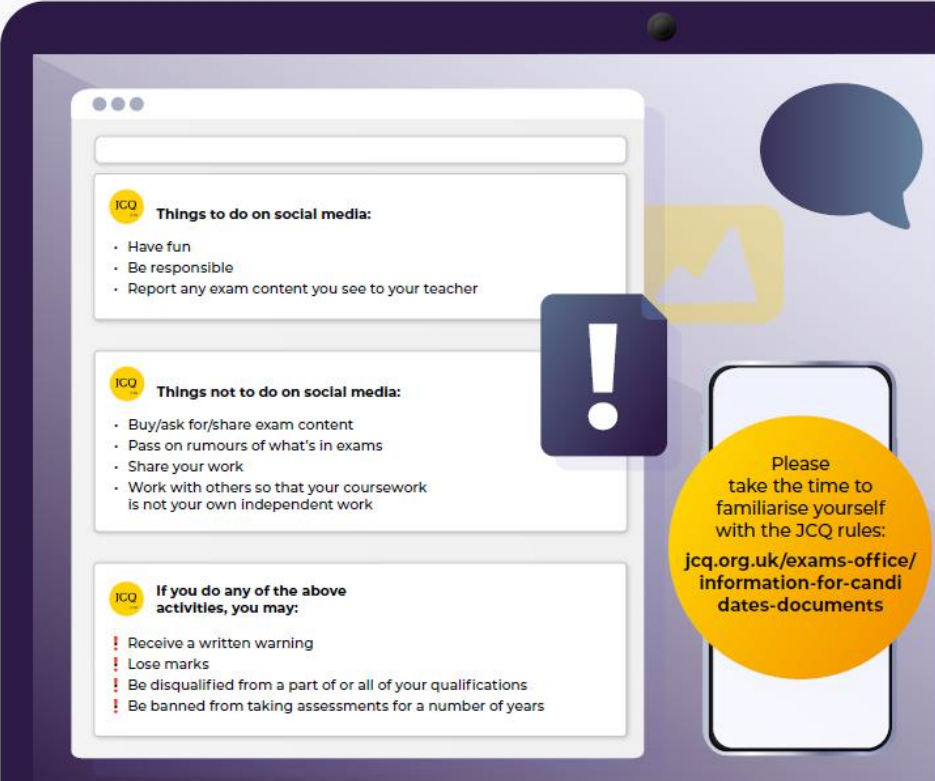


Information for candidates Using social media and examinations/assessments

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

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





Things to do on social media:

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

Things not to do on social media:

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

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

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

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

JCQ *Unauthorised items* poster

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



JCQ *Warning to candidates* poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

On your exam day

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

Before sitting your exams, ensure you know:

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

What you cannot take into exams:

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



What you will need:

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



Other important information:

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

Contingency sessions:

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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2023

