



Arts & Media School
ISLINGTON

Candidate Exam Handbook

Date: 2023-2024

CANDIDATE EXAM HANDBOOK

2023/24

Public Exam Contingency Days 6th(pm),
13th(pm) and 26th June

Results Day Thursday 22nd
August

This handbook is reviewed and updated annually

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Introduction

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

Purpose of this handbook

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

Malpractice

To ensure candidates are aware of what malpractice is and the possible consequences:

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

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Information for candidates – Social Media

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

and/or non-examination assessments and coursework, as example:

Research and using references

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

Plagiarism

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

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 (insert where this is located...)

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

Copyright

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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media, are available at the end of this booklet
- Assessments take place in class, you will be informed by your teacher of the date and time
- Your teacher will inform you of the deadline – failure to meet the deadline may result in a '0' for the assessment.
- The work will be marked by your teacher and then sampled by the Exam board
- Your teacher will inform you of your marks for NEA by the dates listed below. If you feel the marks are not correct you must first approach your teacher – you may also see the exams officer (or email a.aboo@amsi.school) this must be no later than 4 school days from the date listed (dates correct at 20th Feb 2024)

Board	Subject	Head of subject	Date by which NEA MUST be shared with candidates
Edexcel	Art	Ms Omotesho	TBC
AQA	DT	Mr Bethell	19/04/24
AQA	Drama	Ms Harris	19/04/24
AQA	Dance	Ms Stephanou	19/04/24
Eduqas	Media	Ms Ebanks	18/04/24
Edexcel	Music	Mr Dow	26/04/24
OCR	PE	Mr Panayiotou	29/02/24

Written timetabled exams

- Candidate statement of entry for Summer 2024 will be provided to students in late February 2024 (to check that personal details and exam entries are correct)
- If information on the statement is incorrect, inform your tutor and the exams officer a.aboo@amsi.school

- Candidate exam timetable will be available during tutor time by Monday 25th March 2024

Contingency sessions - Summer 2024

These are now timetabled for the afternoons of the 6th (pm) and 13th June (pm) as well as the day of the 26th of June 2024. These contingency days are designed to be used in the event of national or significant local disruption to examinations. All students taking GCSEs must be available to sit exams up to and including Wednesday 26th of June 2024. Failure to attend an exam moved to this date will result in failing the relevant GCSE as no special consideration can be given.

Refer to [ICE 15](#)

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

- A timetable clash is when two public exams you are sitting are timetabled at the same time
- How will this be managed?
- One paper will be taken, followed immediately after a short invigilator supervised break. You will not be able to access your belongings or revision materials
- Mr Aboo, the exams officer will explain to you how and where this will take place

Refer to [ICE 7](#)

What time your exams will start and finish

- Public exam start times are:
- 9am
- 1:30pm

What to do if you arrive late for your exam

- If you arrive late for your exam, wait at the door of the exam room – an invigilator or the exams officer will come to you
- You must be on time for your exam – if you are late, you will not be in the best frame of mind to demonstrate your best work and this can result in a lower grade
- If you are late:
- You will be required to sit the full length of the paper so you will not leave when other candidates leave
- You will miss revision time
- If you are later than 45 mins you may not be admitted – this will depend on the circumstances. Come into school and discuss why you were unable to arrive on time
- If you have a reason the Awarding Body will accept, we may be able to request a Special Consideration if you have sat all the other exams for the qualification. The exams officer Mr Aboo will discuss this with you and your parent/carer

Supervision during your exams

- Candidates must follow the invigilator instruction – failure to follow instructions may result in you being removed from your exam and disqualified

Exam room conditions

- 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

- All unauthorised items such as Mobile phones, data storage – retrieval devices, any device that has internet potential, headphones, notes, watches of any description must be handed in before entering the exam room
- Candidates must not borrow from another candidate as to do so constitutes communication
- Only awarding body exam material is permitted on the exam desk
- Pencil cases must be clear and have no writing
- Centre number, subject title, paper number; and the actual starting and finishing times, and date of each exam will be displayed
- Candidates must not graffiti their exam paper – the awarding body may not mark the paper
- The Barcode on the answer booklet must not be marked
- Candidates must write in black pen only
- Highlighting is not permitted on the answer booklet
- Candidates may not leave an exam early
- Candidates can only leave the exam room in the company of an invigilator – candidates who need the bathroom must inform the invigilator and wait to be escorted. No candidate can leave the exam room in the first or last 40 mins of a paper
- Candidates must write their Legal Name on the exam paper only when the invigilator's announcement instructs them to
- Candidates must not open the question paper until the examination begins

Where you will sit in the exam room

- Seating will be displayed outside and inside the exam room. Please make yourself familiar to the exam room layout.

What equipment you need to bring to your exams

- Candidates must bring all equipment needed for the exam
- Black pens, pencil, rubber, scientific calculator and a highlighter

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 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.
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 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.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

Refer to ICE 10

Food and drink in exam rooms

- Candidates may bring a small bottle of still water – container must be clear – see through and have no labels or writing
- No other food or drink is permitted

What you should wear for your exams

- Candidates must wear full school uniform to their exams
- No hoodies or jackets

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

- If you're the parent/carer of a candidate who is unwell and unable to attend the exam, please call the school as soon as possible and send an email to the exams officer: a.aboo@amsi.school
- If a candidate is unwell but manages to attend the exam, or is unwell during the exam, it may be possible in some circumstances to request a Special Consideration from the awarding body. The exams officer will explain the evidence needed in each circumstance
- Please email the exams officer with the relevant information as soon as possible and you will be provided with the relevant information and/or request for information needed: a.aboo@amsi.school

What happens if you have an unauthorised absence from your exam

If a candidate fails to attend an exam and is not able to provide a reason to the exams officer that is acceptable to the awarding body, they will set the mark to zero

Candidates with access arrangements/reasonable adjustments

- Candidates are involved in any decisions/discussion regarding appropriate arrangements the SENCO will inform the parent/carers of arrangements

Results

- Results day Thursday 22nd August 2024
- Results are issued from 8.30am as per JCQ restrictions
- If you're unable to collect your results and you wish a member of your family collect them:
- Inform the exams officer the name of the person who will be collecting the results by the 20th of August 2024
- They must be over 18 and bring with them photo ID

Post-results services

- In certain circumstances the school may wish to ask the exam board to look again at the student's grade by reviewing the exam paper. In these circumstances the school will pay for the review.
- If you wish to have a paper reviewed and this request is not supported by the head of department, the candidate or parent/carer may request a review – full payment must be made in advance of a review being actioned (see details below).
- To undertake a Review of Results (ROR) we must have the student's permission so it is important that the student provides their contact details, we will be requesting this in the Spring term before the start of exams.

Please note the entire cost must be paid in advance of the enquiry being undertaken.

Please note prices are correct at time of printing (29th Feb 2024) but are subject to amendment		
Board	Reviewing for each exam paper/unit	With a copy script
OCR	£61.50	£72.25
Edexcel	£44.50 (e.g., maths 3x 42.40 = £133.50)	Free
AQA	£40.35	Free
Please note at time of printing copy scripts for AQA & OCR only available when having paper reviewed, requests for both must be made at the same time		

Remember a grade can go down as well as up

The exam boards have 30 days to provide the outcome of the enquiry.

These are the steps:

1. Decide what papers you would like reviewed
2. The student to see **Mr Aboo the Exams Officer** on results day (up to 1pm) or between 7.30am -2pm Monday (term time) until Monday 18th September ** with full payment and contact details and to give written consent
3. The review is requested from the exam board
4. The exam board has 30 days to respond
5. The results will be sent to you once they are in using the email address provided by the candidate
6. If the grade goes up you will be refunded the cost (this is a rare event)

**No requests for reviews can be accepted after this date

Contact details for the Exams Officer

Abdullah Aboo email: a.aboo@amsi.school

Phone number 0203 873 8492 ext 1023 (term time only)

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

- Certificates for yr11 leavers (those who completed their GCSE the previous Summer) can be collected from reception from the start of the spring Term (2nd week in Jan)
- Students who are unable to collect can have an adult member of their family collect – please follow these instructions:
 1. Ensure the family member is over 18 yrs old
 2. Family member must present photo id of either passport or photo driving licence at reception
 3. You must inform the exams officer in advance

a. Giving the name of the person collecting and

b. Agree a time and date with the exams officer who will make an appointment with you by email (a mobile phone number will also be required)

c. The person collecting should bring a copy of the email from the exams officer a.aboo@amsi.school

Internal appeals procedure

The Internal Appeals Procedure can be found on the school website

Complaints policy

The Complaints policy can be found on the school website (Exams).

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 2023-2024

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

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-2024

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

This document has been written to help you.

Read it carefully and follow the instructions.

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

A. Regulations – Make sure you understand the rules

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

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

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

JCQ Information for candidates – Privacy Notice

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

Information for candidates – Privacy Notice

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note


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

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 – social media


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

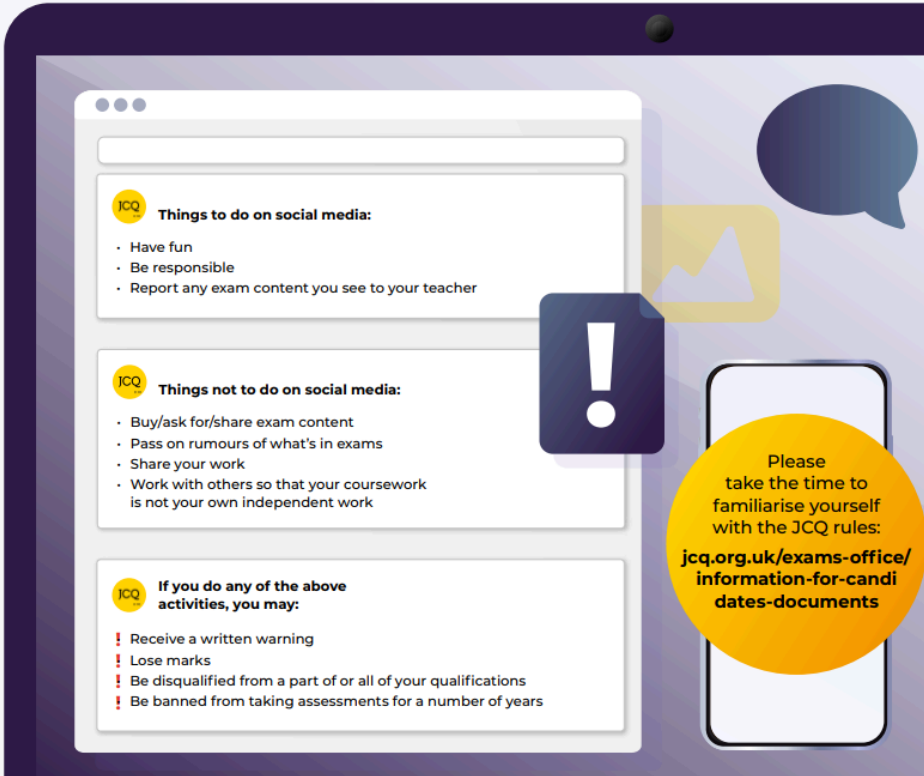


Information for candidates Using social media and examinations/assessments

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

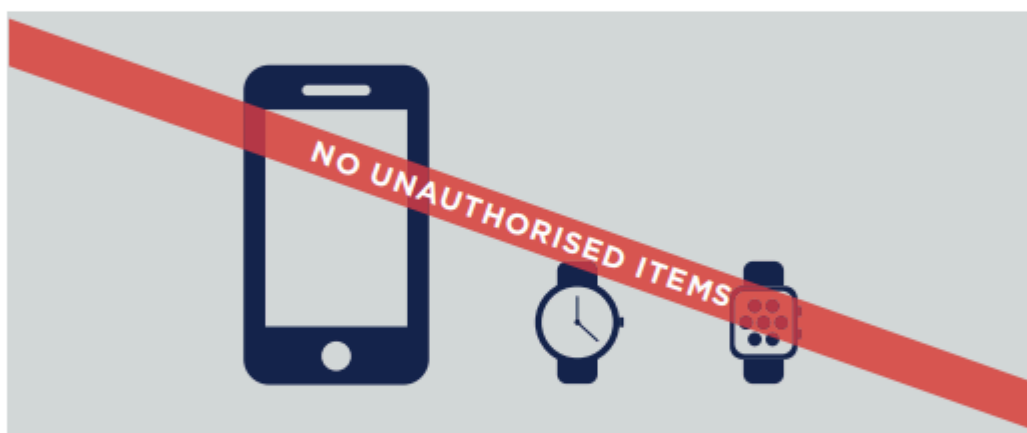
JCQ *Unauthorised items* poster

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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

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.

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APPENDIX 8

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

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.