

REACH School

GCSE Controlled Assessments/Non-Examination Assessments and Written Examinations – things you need to know

These must be conducted under the regulations set by external examination bodies and you are required to follow these regulations during any assessment/examination that forms part of your GCSE courses.

Controlled assessments/non-examination assessments:

Information relating to these assessments, including dates of assessments and deadlines for submitting marks will be communicated to candidates by subject teachers. Your subject teacher will tell you what your centre assessed mark is. You are allowed to request a review of marking before this result is submitted to the exam board.

Absence from written examinations:

If you are ill on the day of an exam, you **must** telephone the school on 0121 675 8989 as soon as possible on the morning of the exam. The school will advise as to what evidence is required.

Failure to contact the School will result in your grade for the exam being affected. You will be invoiced for the entry fee of the examination.



What happens if you are late?

If you realise that you have got the timing of the examination wrong and have missed the starting time, you should telephone the school immediately and get a message to the exams officer.

Depending on how long the exam has been in progress, it may be possible for you to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates with a genuine reason and who are brought straight to the centre may be admitted within the first hour of the published start time. Candidates who arrive more than 1 hour after the start or who arrive after the end of the exam will not be admitted.



Candidate Number:

You have been given a 4-figure number that refers only to you. **You need to remember this number** as you will need to write it on all your exam papers. You will be allocated to a specific seat in the exam room and you must sit in this seat.

Timetables:

Before each examination series, you will receive an individual candidate timetable - please check this carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell the exams officer immediately. Mistakes that are not spotted at this stage could mean that your certificates are printed incorrectly later. Check each exam date carefully, and check to see if the exam is in the morning or afternoon. If there is an exam on the list that you were not expecting to take you **MUST** tell the exams officer immediately. Make sure you know which **room**, and **seat** you need to go to for each exam. Your form tutor will have a copy of this information.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.
IF YOU LOSE YOUR TIMETABLE, ASK THE EXAMS OFFICER FOR A NEW ONE.

Bags, Books, Notes and Valuables:

You are not allowed to keep any bags, books or notes with you in the exam room. You are not allowed to have mobile phones/any type of electronic communication or storage device in the exam room – these must all be handed to a member of REACH staff so they can be securely locked away for the duration of the exam.



Equipment:

REACH School will provide all the equipment you will require for your exam. If you wish to bring your own equipment, this must be in a clear plastic bag or a transparent pencil case. Ordinary pencil cases or boxes are not allowed in the exam room. Calculators must comply with exam board regulations – please check with exam officer if you wish to bring your own. Borrowing from other candidates is NOT allowed under any circumstances. Watches are NOT allowed in the exam room.

You are not permitted to have spare paper for making notes/rough work. You must do any rough work either on the question paper or in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet). **YOU ARE NOT ALLOWED TO USE CORRECTING PENS OR FLUID.** This is to protect you and your exam; if correction devices were allowed, then someone could tamper with your exam paper and it would be undetectable.

Dictionaries:

Dictionaries must not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). **ELECTRONIC TRANSLATORS ARE NEVER ALLOWED.** If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However, this **MUST** be arranged before the exams begin.



**IF YOU THINK YOU MIGHT BE ELIGIBLE TO USE A BILINGUAL DICTIONARY,
SEE THE EXAMS OFFICER AS SOON AS POSSIBLE.**

Prohibited Material:

The following items are not permitted in the exam room:

- Mobile phones, pagers, organisers, watches, any type of electronic communication or storage device
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, personal stereos, MP3 players, iPods, any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material, spare paper
- Bags, rucksacks, PE kits, glasses cases etc.



If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.



The exam boards do not allow mobile phones, MP3 players etc:

Mobile phones, music players, headphones and any type of electronic communication or storage device are **not allowed on your person in the exam room**. As you enter school, you will be asked to switch off your phone and a member of REACH staff will collect it from you. At the end of the exam, they will return these belongings to you.

IF A MOBILE PHONE OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS(WITHOUT EXCEPTION):

Device found on you and turned ON: disqualification from entire subject award
Device found on you and turned OFF: disqualification from the component

Drinks and Sweets:

You are allowed to take into the exam room a **drink in a clear plastic bottle with the label removed**. Food or any other drink is not allowed. You will not be able to leave the exam room to refill a bottle of water, and the invigilators cannot leave to do this for you, so please make sure that you have enough for the whole exam time. If you are given permission to take sweets into the exam room, these must have all packaging removed.



Conduct in the Exam Room:

You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave**. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. **If you have finished your work before the exam ends, you will not be allowed to leave the building** as the exam board requires you to be supervised until one hour after the published starting time for the exam.

You must not **start writing or open your examination paper** until the invigilator has given you permission to do so, this includes writing your name, centre number and candidate number on your examination paper or answer booklet.

Emergencies during an Exam:

If an emergency occurs during an exam, you will be instructed by the member of staff invigilating your exam. You **MUST** follow these instructions and remember you will still be under exam regulations and **MUST NOT** talk to other candidates.

What is meant by Malpractice?

Malpractice is the term that the exam board use for any irregularity, or breach of the regulations in any form. The exams officer is required to, and will, report all infringements to the appropriate body who will then decide on what action to take, based on the nature of the infringement. The exam boards take the integrity of exams very seriously and it is important that candidates heed the exam officer's instructions carefully.

Instances of malpractice **WILL** be reported to the exam boards. This means doing anything that is against the rules stated on the *Notice to Candidates* (included at the back of this leaflet) and includes:

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by looking around to get another candidate's attention, talking or otherwise)
- Copying from other candidates



PENALTIES FOR MALPRACTICE CAN INCLUDE DISQUALIFICATION FROM TAKING ANY OTHER EXAM FOR UP TO FIVE YEARS



End of Exam:

The invigilators will collect your exam paper before you leave the room.

Absolute silence MUST be maintained during this time. Question papers, answer booklets and additional paper must NOT be taken from the exam room. **You must remain silent until you are outside the room.**

Times:

Unless otherwise stated on your timetable, all exams at School start at:

9:00am for morning papers and

1:30pm for afternoon papers

You should aim to be at school **at least 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school. You will then be told how long you have left before you will be refused entry.

WARNING

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under fair conditions, with no form of deception. This rule forbids any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.
- Invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious or disruptive to other candidates.

DON'T LET IT HAPPEN TO YOU, STICK TO ALL THE RULES.

DON'T RISK YOUR FUTURE.

Access Arrangements:

If you have been granted access arrangements for your examinations – both centre assessments and written examinations, the SENCO will explain what this means and how these will work in your exams. If you are unclear about this then please speak to the SENCO or exam officer.

Results:

Your GCSE exam results will be available for you to collect from school on GCSE results day in August – a letter giving time and date will be given to you before the end of your exams. Subject staff and training providers and Birmingham Careers Service will be present to support you in planning your future education choices. If you are unable to collect your results in person, please let the exam officer know if you have given permission for these to be collected on your behalf. Results will not be given to a third party without your written consent.

Appeals:

Exam boards have post-result services, (enquiries about results and appeals, access to scripts) and any requests must be made via the school. The school examinations policy and internal appeals procedures outline the appeals process for centre assessed work (controlled assessments, non-examination assessments) and externally assessed examinations. Any appeals must be made in line with this policy and procedures which are available from the exams officer.

Complaints:

The school complaints policy outlines the procedure for complaints and is available on the school website.

Certificates:

A letter or phone call/text message will be sent to inform you when the certificates have arrived and are available for collection from REACH School – this will usually be late October/early November. Please inform the school prior to coming to collect your certificate. Certificates will not be given to a third party without your written consent. Uncollected certificates will be kept in school for a minimum of 12 months after this they may be securely destroyed and you will need to contact the exam boards directly for any replacements.

YOU MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE, AS IN SOME CIRCUMSTANCES, THEY CAN'T BE REPLACED.

Controlled Assessment:

The exam boards return controlled assessment work after the results have been issued. However, it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately three months after you receive your results.

Exam Regulations:

It is **YOUR RESPONSIBILITY** to read and understand the exam boards' *Information for Candidates* and *Notice to Candidates documents*, which are at the back of this booklet.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND ASK THE EXAMS OFFICER OR ONE OF YOUR TEACHERS FOR HELP.

External Examination Timetable 2023

Subject List

Subject	Date	AM/PM	Duration
Art Coursework			
Art Exam			
Catering Practical	March		
Catering/Hospitality	Wednesday 21 st June	AM	1Hr 30mins
English Language	Monday 5 th June	AM	1Hr 45mins
English Language	Monday 12 th June	AM	1Hr 45mins
English Literature	Wednesday 17 th May	AM	1Hr 45 mins
English Literature	Wed 24 th May	AM	1Hr 45 mins
History Wider world/ Period studies	Thursday 18 th May	AM	2Hrs
History Thematic/ British depth	Wednesday 7 th June	PM	2Hrs
Maths Non Calculator	Friday 19 th May	AM	1Hr 30mins
Maths Calculator	Wednesday 7 th June	AM	1Hr 30mins
Maths Calculator	Wednesday 14 th June	AM	1Hr 30mins
PE	Wednesday 17 th May	PM	1Hr
RS	Monday 15 th May	AM	1Hr 30mins
RS	Tuesday 23 rd May	AM	1Hr 30mins
RS	Tues 6 th June	PM	1Hr 30mins
Science – Biology	Tuesday 16 th May	AM	1Hr 10mins
Science – Biology	Friday 9 th June	PM	1Hr 10mins
Science – Chemistry	Monday 22 nd May	AM	1Hr 10mins
Science – Chemistry	Tuesday 13 th June	AM	1Hr 10mins
Science – Physics	Thursday 25 th May	AM	1Hr 10mins
Science – Physics	Friday 16 th June	AM	1Hr 10mins
Contingency days are timetabled by Awarding Bodies for the afternoons of the 8 and 15 June as well as the day of 28 June 2023			

Candidates should remain available until **the end of the Contingency period** in case an awarding body needs to invoke its contingency plan – this overrides the last date of individual exam timetables. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

Non Examination Assessments must be completed and submitted as follows:

Art Coursework Portfolio
 English Speaking and Listening
 Catering
 PE Video evidence



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.

Effective from 1 September 2021

Information for candidates For written examinations – effective from 1 September 2022

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device or a watch Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you have a watch the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. 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.



Information for candidates: Coursework assessments Effective from 1 September 2022

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Preparing your 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.

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for candidates Non-examination assessments Effective from 1 September 2022

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 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.

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

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

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

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

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

Research and using references

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

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

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

The regulations state that: 'the work which you submit for assessment **must** be your own'; 'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A

reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates Information

About You and How We Use It

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

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

CCEA <https://ccea.org.uk/legal/privacy-notice>

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant

local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

<https://www.jcq.org.uk/contact-our-members/>.

Please note

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

Information for candidates Using social media and examinations/assessments



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

Please read it carefully.

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

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

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

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

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



Image by Ben Wright

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

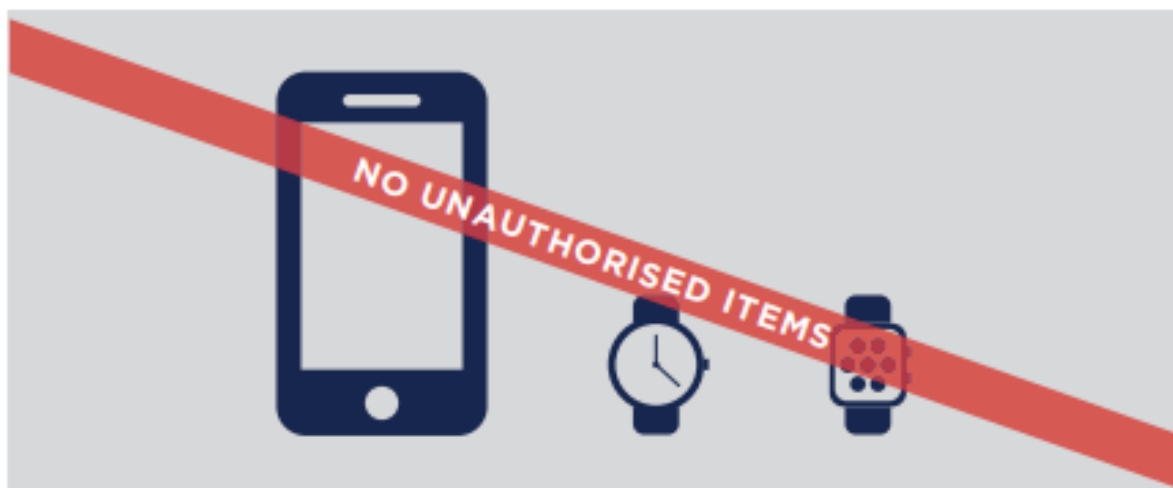
Please take the time to familiarise yourself with the JCQ rules:

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



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.



Candidate Information

To confirm that you have received, read and understood the contents of this handbook, including the JCQ information for candidates that has been sent, please sign and date the tear off slip below and return to Lauren Jacques (Exams Officer) by **Monday 8th May 2023** at the latest.



Candidate exam handbook and JCQ information for candidates.

Name Form.....

Date I received the booklet.....

I have read and understand the 2022-2023 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all boxes that apply)

- Written examinations
- Coursework
- Non-examination assessments
- Privacy Notice
- Social Media
- Preparing to sit your exams

By signing here I am confirming the above

Candidate Signature.....Date.....

Parental SignatureDate.....