



Candidate Examination Handbook

2021-22



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Introduction

Park High 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 examinations and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and examination 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 examinations-related policies/procedures that they need to be made aware of

Alleged, suspected or actual incidents of malpractice

‘Candidate malpractice’ means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of Candidate Malpractice include:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted.
- Allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- Impersonation: pretending to be someone else, arranging for another person to take one’s place in an examination or an assessment.

- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- Bringing into the examination room or assessment situation unauthorised material, for example: 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, pagers, Smartwatches or other similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- Behaving in a manner so as to undermine the integrity of the examination.
- The alteration or falsification of any results document, including certificates.

Penalties for Malpractice

- If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room.
- The candidate will also be warned that the awarding body will be informed and may decide to **disqualify** the candidate.
- Penalties for malpractice range from a warning to loss of certification or even being disqualified from all examinations with that awarding body.

You must read the following JCQ documents – please see appendix 1-5 at the back of this handbook to access these:

- JCQ Information to candidates – social media
- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – coursework assessments

If you break any of the examination rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Awarding Bodies

Personal data

- The awarding bodies collect information about examination candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. Please see the school website or appendix 6 at the back of this handbook.

Copyright

- The copyright of any 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

- You will be advised by Subject Teachers when these assessments will take place.
- For formal assessments, you will be informed in writing of when the assessment will take place.
- Please be aware of and ensure you meet any deadlines set by your Subject Teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the awarding body, or it will be sent to the awarding body for marking.
- Your Subject Teacher will advise you of your mark before the work is sent to the awarding body. If you wish to appeal against your mark, please speak to your Subject Teacher in the first instance.
- Please read the procedure regarding appeals in the examinations section of the school website.
- You must refer to the relevant JCQ Information for Candidates documents on coursework assessments and non-examination assessments – see appendix 1 at the back of this handbook or the school website.

Written timetabled examinations

- Candidates will receive an examination timetable, which indicates: the date and time, subject title, and examination level for all your examinations.
- Candidates with access arrangements will be notified in advance of the examinations
- Please ensure you have read the JCQ information for candidate's documents – written examination, social media. Please see Appendix 4 and 5.
- Please read the examination room posters – Mobile Phone, Warning to candidates (Appendix 8 and 9).
- Please learn your candidate number. This will stay the same for all your examinations and you must write this on the front of every examination paper.

Contingency day - Summer 2022

JCQ have designated Wednesday 29th June 2022 as a 'contingency day' for examinations, in the event of national or local disruption to examinations. Candidates will be expected to make themselves available up to this date. Please be aware of this date when planning holidays.

On-screen tests

- You will be advised, in writing, of your examination location and time.
- Please check the information given, and if there is anything wrong, advise your Subject Teacher and the Examinations Officer.
- You must refer to the JCQ Information for Candidates – on-screen tests. Please see the school website or appendix 3 at the back of this handbook.

What to do if you identify an timetable clash

- There may be a time when your examination timetable shows two examinations at exactly the same time. Don't panic, this happens quite a lot.
- The Examinations Officer will arrange for you to take one examination first, followed by the second, with a short break in between. You must not leave the room unsupervised during the short break, and examination conditions will remain in place.
- Depending on the length of your clash, sometimes you might need to sit one of the examinations earlier or later than the published time. You will need to be supervised at all times if this happens. The Examinations Officer will make the necessary arrangements and communicate these to you.
- Sometimes you might have a clash that requires overnight supervision. The Examinations Officer will make the necessary arrangements and communicate these to you.

Where you will take your examinations

- The majority of GCSE examinations will take place in the Sports Hall.
- The majority A Level examinations will take place in B5/6.

Access Arrangements Rooms

- GCSE candidates who are entitled to Access Arrangements will sit their examinations in the H Rooms (H Corridor). You will be notified which room you have been allocated to prior to each examination. A seating plan will also be available to view outside of each room.
- A Level candidates who are entitled to Access Arrangements will be seated in B1 and B9. These students will be notified prior to the examination taking place. A seating plan will also be available to view outside of each room.

What time your examinations will start and finish

- Morning examinations will start at 08:30 and afternoon examinations will start at 13:30.
- You **MUST** arrive by 8.15am for morning examinations and 1.15pm for afternoon examinations.

Supervision during your examinations

- Examinations are supervised by a team of external invigilators
- Students are expected to **behave in a respectful manner** towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination room to supervise the conduct of examinations and they **must follow the strict rules and regulations** when conducting examinations as directed by **JCQ awarding bodies**.
- They will distribute and collect the examination papers.
- Tell you when to start and finish the examination.
- Hand out extra paper if required.
- Deal with any problems that occur during the examination, for example a candidate feeling ill.
- Invigilators **cannot** discuss the examination paper with you or explain the questions.
- The Examinations Officer and / or a member of the Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the Examination room.
- All acts of inappropriate behaviour will be dealt with in accordance with the School's behaviour policy.

Examination room conditions

As soon as you enter the examination room you are under strict examination conditions (for the full set of rules please read Appendix 4, Information for Candidates – Written Examinations).

You must not:

- Speak
- Take in any notes to the examination
- Distract or communicate with other candidates
- Take any technologies like mobile phones/ipod/fitbits/watches into the examination room
- If you are found to have anything with you, which is not allowed, even if you did not intend to use it, this will be reported to the Awarding Bodies. The normal practice in these circumstances is to disqualify the candidate from the paper or the subject
- Take in any calculator lids or glasses cases

You must:

- Listen to and follow the instructions of the invigilator at all times in the examination room
- Face the front at all times
- Put your hand up if you need anything and wait for the invigilator to come to you
- Only take in a clear plastic pencil case

The examination paper will have been placed on your desk before you enter the room. Do **not** attempt to look inside it or read anything. **This is malpractice.** Do not write anything on the front of the paper until you are instructed to do so by the invigilator.

- When you are asked to fill in the details on the front of your examination paper, please use your legal name and not your preferred name. If a signature is required, please enter this as it is very important.
- When the examination starts, the invigilator will display the actual start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please raise your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, your candidate examination number and question number on any additional sheets of paper you may use.
- You must not write on the desk – this will be regarded as vandalism and you will have to pay for any damage.
- You must not deface your examination paper as the awarding body may refuse to mark it.

Where you will sit in the examination room

Sports Hall

- Wall signs will be placed at the front of the Sports Hall which will indicate where you will be sitting depending on your Subject and candidate number.

B/H Rooms

- Please view the seating plan which will be displayed outside of the examination room.

It is very important that you make sure you sit at the correct desk so that you sit the correct examination paper, so check the place card on the desk before you sit down. If you are unsure of where to sit, please raise your hand and an invigilator will assist you.

How your identity is confirmed in the examination room

- Each candidate has a four-digit candidate number, which is used by all the Awarding Bodies to identify you. You must write it clearly on all your examination papers. In every examination we place a laminated card on your desk that has this information on it.
- At the beginning of the examination invigilators will come round the room to verify your identity, they may ask you to confirm your name.

What equipment you need to bring to your examinations

- You are responsible for providing your own equipment for examinations.
- You must not lend equipment or attempt to borrow from another candidate in the examination room.
- Only material listed on the question paper is allowed in the examination room.
- You must not have on or near you any other material.

You will need:-

- Transparent pencil case or clear plastic bag
- Black ball point pens – **NO** blue pens and **NO** gel pens as scanners may not be able to read blue/gel ink
- Pencil, sharpener and rubber eraser – **NO** correction fluid or pens
- Ruler with cm and mm
- Highlighters must not be used in your answers but can be used on question papers if these are not being sent to the examiner
- Calculators may be allowed for some examinations. **NO** instructions or lid is permitted in the room. Make sure you have new batteries and that they are reset. (please see section below on using calculators)
- Clear plastic drink bottle (if desired) with water only and with the label removed.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your examinations.
- Candidates may use a calculator in an examination unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

What you should not bring into the examination room

- As per JCQ regulation unauthorised materials such as mobile phones, iPods, smartwatches and MP3/4 Players are prohibited in the examination room. **Please see Appendix 8.**
- Possession of unauthorised items is a serious offence and could result in **disqualification** from your examination and your overall qualification.
- Wrist watches are not allowed in any of the examination rooms.

Food and drink in examination rooms

- You are allowed to take a clear bottle of water into the examination. The label must be removed before you enter the room.
- Other drinks, such as juice or fizzy pop, are not permitted
- Food is not permitted.

What you should wear for your examinations

- Whenever you come into school, you must wear full school uniform unless you are in Sixth Form.
- Sixth Form students can wear their everyday clothes but must avoid wearing hoodies or coats and jackets with pockets and hoods on them. You will be asked to remove your coat when entering an examination room.

Where your personal belongings will be stored during your examinations

- We strongly advise that you bring as little personal belongings as possible to an examination. However, if you have a bag, all your personal belongings should be in this (electronic devices switched off). Before lining up for your examination, please place your bag and belongings in the container next to the Sports Hall.
- Sixth Formers should place their bags in the Sixth Form common room.

What to do if you arrive late for your examination

- You should get to school as quickly as possible and report to Reception or to your Head of Year/Pastoral Support Assistant. If it is still possible for you to sit the examination, a member of staff will escort you to the examination room.
- You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you the full time for the examination.

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

- Inform the school immediately so that we can help or advise you. For example, if you have an injury and are unable to write it may be possible to provide you with a scribe or laptop.
- If you feel ill during the examination put your hand up and an Invigilator will assist you. You should always inform an Invigilator if you feel ill before or during an examination. If you feel unwell before the examination, please let an invigilator or the Examinations Officer know.

What happens if you have an unauthorised absence from your examination

If you are unable to attend an examination it is **essential** that you telephone the school first thing in the morning and speak to your Head of Year or the Pastoral Team. Please do not leave a message on the school answer machine as this may not be collected until after the start of your examination.

- You must provide the Examinations Officer with a note from your doctor (within four days of missing the examination) detailing the reason for non-attendance as there may be an opportunity to apply for special consideration to the exam board. Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
- If you feel you are still able to attend but are not feeling 100% then we can assess the situation and move you to a different seating location. It is always better to attempt the examination if you can.
- Please note that misreading the timetable will **NOT** be accepted as a satisfactory explanation of absence. Timetables are regulated by the exam boards, and you must attend on the given date and time.
- If you are absent from an exam, you will **NOT** be able to complete it on another day
- If there is no reason for the absence you will be charged the cost of the examination entry fee.

What happens in the event of an emergency in the examination room

- If the fire alarm sounds during an examination, the Invigilators will tell you what to do.
- Do not panic.
- Leave everything on your desk.
- If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting.
- You will be escorted to a designated assembly point.
- You **must not** attempt to communicate with anyone else during the evacuation.
- When you return to the examination room, do not start writing until the invigilator tells you to.
- You will be allowed the full working time for the examination and a report will be sent to the Awarding Bodies with details of the incident.
- Please see **Appendix 7**.

Candidates with access arrangements/reasonable adjustments

- Some students are entitled to various access arrangements and all invigilators are aware of what they are.
- If you have not got in place the access arrangements you believe you should have, please speak to the invigilator who will investigate further with the Examination Officer.
- Students with extra time will be advised by the invigilator of their finish time.

Results

Results Day take place in August each year. This year, A Level results will be released on Thursday 18th August 2022, and GCSE results will be released on Thursday 25th August 2022. Further details and timings will be shared with you in the summer term.

On Results Day, senior members of centre staff will be available immediately after the publication of results to offer support, and to advise you should you wish to use the post-results services. Please remember that results are provisional until the awarding bodies issue your certificates.

If you are unable to collect your results in person on results day:

- you can send someone else to collect your results on your behalf. They will need to bring with them written authorisation and photographic ID.
- you can have them emailed to you. Please collect a form from the examinations office to request this.

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Examinations Officer, with input from senior leaders and Subject Teachers. Your signed consent will be obtained before processing any requests to use the service as your grades may go up, go down or stay the same.

The post-results services available are:

A clerical check (service 1):

This is a re-check of all clerical procedures leading to the issue of a result. This service will check that all parts of the script have been marked, the totalling of marks & recording of marks.

A review of marking (service 2):

This is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a remarking of the script. This service will include the clerical re-checks detailed in service 1 & a review of marking.

Access to scripts: You may request a copy of your script to support reviews of marking. There will be a fee for this.

Full details including costs will be given to you on Results day, but in the meantime, you can read the Access to Scripts, Reviews of Results and Appeals Procedures on the school website.

Requests for post-results services must be made through the centre, awarding bodies will only accept applications for reviews of marking from centres and not from candidates or their parents. Candidates will need to provide written consent by completing a form which can be obtained on results day from the Examinations Officer.

Original Marked Paper or recording: Park High School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Certificates

Certificates will be available to collect in November 2022 on Certificate Collection Day. Further details will be on the front of your results envelope.

Candidates may arrange another time for certificates to be collected themselves or on their behalf by providing the examinations officer with a signed letter authorising the nominated person to collect for them. Authorised persons must bring the signed letter and photographic ID with them.

The school will retain unclaimed and uncollected certificates for 5 years and will be available to collect from reception. The remaining certificates will be archived, and 4 weeks' notice will need to be provided to obtain these.

Internal appeals procedures

- If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Park High School encourages him/her to try to resolve this informally in the first instance by telephone to either the subject teacher or head of department. If a complaint fails to be resolved informally the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.

- How to make a formal complaint
 - A complaint should be submitted in writing by completing a complaints and appeals form
 - Forms are available from the Examinations Officer
 - Completed forms should be returned to the Examinations Officer
 - Forms received will be logged by the centre and acknowledged within 10 working days

- How a formal complaint is investigated
 - The head of centre will further investigate or appoint a member of the senior leadership team who is not involved in the grounds for complaint and has no personal interest in the outcome to investigate the complaint and report on the findings and conclusion
 - The findings and conclusion will be provided to the complainant within 3 working weeks

- Appeals
 - Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.
 - Any appeal must be submitted in writing by again completing a complaints and appeals form
 - Forms received will be logged by the centre and acknowledged within 10 working days
 - The appeal will be referred to Chair of Governors for consideration
 - The Chair of Governors will inform the appellant of the final conclusion in due course

Complaints and appeals procedure

Internal Appeals & Complaints procedures are two different policies and can be found on the school website.

Appendix 1

JCQ Information for candidates: Coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. Please see the link to the following document below:

[IFC-Coursework Assessments 2021 v4.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/IFC-Coursework%20Assessments%202021%20v4.pdf)

Appendix 2

JCQ Information for candidates: Non-examination assessments

Please find the link below to access the document. You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

[IFC-NE Assessments 2021 v4.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/IFC-NE%20Assessments%202021%20v4.pdf)

Appendix 3

JCQ Information for candidates: On-screen tests

Please find the link below to access the document. You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

[IFC-On-Screen Examinations 2021 v3.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/IFC-On-Screen%20Examinations%202021%20v3.pdf)

Appendix 4

JCQ Information for candidates: Written examinations

Please find the link below to access the document. You **must** read this information before you take any externally assessed timetabled written examinations.

[IFC-Written Examinations 2021 v5.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/IFC-Written%20Examinations%202021%20v5.pdf)

Appendix 5

JCQ Information for candidates: Social media

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

[Social-Media-Information-for-Candidates Final.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/exams-office/information-for-candidates-documents/Social-Media-Information-for-Candidates%20Final.pdf)

All the above documents were obtained from:

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

JCQ Information for candidates – Privacy Notice



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.

Evacuation Procedure



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

- The Data and Assessment Manager (DM) and Examinations Officer (EO) will go directly to the Sports Hall when the fire alarm sounds. If the DM or EO is not present in the exam room, an Invigilator will take charge.
- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- There are three fire alarm signals which mean different things:

Alarm signal type	Emergency type	Action
Two tone signal	Fire alarm	Proceed to the playground
Intermittent beeps	Bomb alert	Proceed to the Sports Field
Continuous single note	Take Shelter	Remain in your current room

- **If students are in immediate and obvious danger evacuate straight away. Otherwise keep students seated and keep in contact with the DM/EO who will be in contact with the Leadership Team and Premises Team.**
- IMPORTANT – BEFORE the students exit the examination room, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- All students must be kept under the supervision of the invigilator at all times. 1 invigilator should leave with a group (ideally a Column each) at each fire exit. The DM/EO will direct the invigilators to appropriate exits. The DM/EO will take out with them the seating plans, list of students in the examination, list of invigilators and pens.
- In each room a fire escape route can be found on the wall. Invigilators should follow this route which will take them to the playground.
- Keep contact with the DM/EO. Wait for the all clear before re-entering the examination room. Examination candidates are to be dismissed first accompanied by relevant Year staff where possible.
- Note the time of re-starting the examination and change the finish time. Inform the Examinations Office of the incident, so that a Special Consideration Form can be produced.

For smaller examination rooms, the same rules apply. Just leave by the nearest exit and assemble as above.

JCQ 'Unauthorised items' poster



AQA

City & Guilds

CCEA

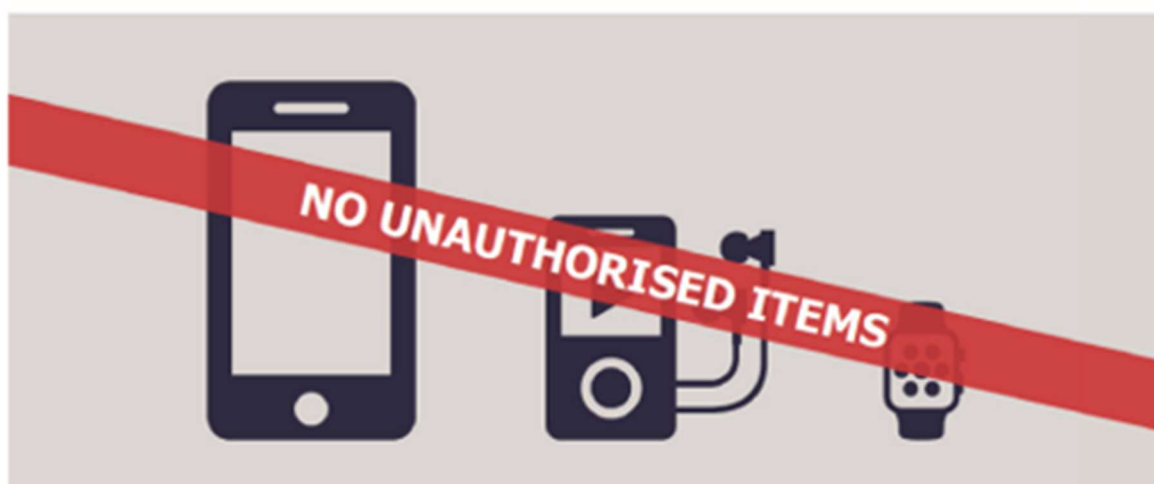
OCR

Pearson

WJEC

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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



Possession of unauthorised items, such as a mobile phone, 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.

– Effective from 1 September 2021

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JCQ 'Warning to candidates' poster



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.