



Candidate Examination Handbook 2018/19

Guidance for Students and Parents/Carers

Centre Name: Park High School

Centre Number: 12738



This handbook is reviewed and updated annually

Produced/reviewed by

Data & Assessment Department

**Date of next
review**

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Contents

Introduction	3
Key Dates	3
Why are Pre Public examinations run as if they were real GCSE/GCE examinations?	4
Non-Examination assessments	4
Written examinations	4
Contingency Day	4
On-Screen tests	5
Where you will take your examinations	5
What time your examinations will start and finish and when you should arrive	5
What to do if you identify you have two or more examination papers timetabled at the same time (an examination clash) which is under 3 hours or less	5
What to do if you identify you have two or more examination papers timetabled at the same time (an examination clash) which is over 3 hours or less	5
Supervision during your examinations	6
Centre and Candidate Numbers	6
Examination conditions	7
How your identity is confirmed in the examination room	7
Length of examinations	8
What equipment you need to bring to your examinations	8
Using calculators	9
What if I think there is an error on the paper?	9
Food and drink in examination rooms	9
What you should wear for your examinations?	10
Where will your personal belongings be stored during your examination?	10
What to do if you arrive late for an examination	10
What to do if you are unwell on the day of an examination	10
What happens if you have an unauthorised absence from an examination?	11
What happens in the event of an emergency in the examination room	11
At the end of the examination	12
Candidates with access arrangements	12
What if I think I have the wrong paper?	12
Can I go to the toilet during the examination?	12
Special Consideration	13
Alleged, suspected or actual incidents of malpractice	13/14
Results Day	14
Post-results services	15
Certificates	15

Appendix 1 – JCQ Information for candidates – Non-examination assessments

Appendix 2 – Reviews of marking – centre assessed marks

Appendix 3 – JCQ Information for candidates – written examinations

Appendix 4 – Information for candidates – privacy notice

Appendix 5 – JCQ **No Mobile Phones** poster

Appendix 6 – Evacuation procedure

Appendix 7 – Information for candidates – for on-screen tests

Appendix 8 – Social media

Introduction

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

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow for the school year 1st September 2018 – 31st August 2019. You will also find some useful dates and frequently asked questions. Please read this booklet carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures. We can be contacted during the school day in the Examinations Office.

All Students Must:

- Read and fully understand the JCQ Notices to Candidates included in this booklet.
- Check all the details on your Individual Candidate Timetable (issued prior to written examinations) and report any errors to the Examinations Office.
- Inform the school, via the Examinations Officer, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an Examination, bereavement or other trauma, disadvantage or disturbance during an Examination).
- Read the instructions of each examination paper very carefully.
- Read and fully understand the Information for Candidates NEA and NEA appeals process

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.

Key Dates

24th April – 8th May 2019	Year 10 Practice Exam
13th May – 24th June 2019	Summer 2019 Public Examinations
20th May – 7th June 2019	Year 12 Practice Exam
26th June 2019	Contingency Day
15th August 2019	GCE Results Issued
22nd August 2019	GCSE Results Issued

Why are Pre Public Examinations run as if they were real GCSE/GCE Examinations?

- Pre public examinations are your opportunity to practise for the real examinations, bring in the correct equipment and learn how to follow the JCQ Regulations in full.

Non-Examination assessments

- Please see **Appendices** at the end of this booklet for the full JCQ notice

Written Examinations

- You will receive an individual candidate examination timetable, which indicates: the date and time, subject title, examination level for all your examinations.
- Check the information is correct on your individual examination timetable, including your name, if you have any queries or questions then please contact the examinations Officer at this time.
- If this information is incorrect please come to the Examinations Office by **Wednesday 20th March 2019**
- Please ensure you have read the JCQ information for candidate's documents – **Written Examination Appendix and Social Media Appendix** at the end of this booklet.
- Please read the examination room posters – Warning to candidates, Mobile Phone **Appendices**

Contingency Day

- The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document examination system contingency plan: England, Wales and Northern Ireland –

<https://www.gov.uk/government/publications/Examinationsystem-contingency-plan-england-wales-and-northern-ireland>
- The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.
- You must remain available until **Wednesday 26 June 2019** should an awarding body need to invoke its contingency plan.

On-screen tests

- On-screen tests will be conducted in line with the JCQ regulations. Please see Appendix 3.

Where you will take your examinations

- The majority of our GCSE examinations will take place in the Sports Hall.
- KS4 students with Access Arrangements will be seated in the Sixth Form Room in B1 or B2. KS5 students will be seated in B7. These students will be notified prior to the examination taking place.

What time your examinations will start and finish and when you should arrive

- Morning examinations will start at 08:30 and afternoon examinations will start at 13:30.
- You **must** arrive at school 15 minutes before the start time so you can line up in the Main Hall for GCSE and Sixth Form for GCE and be ready to enter the examination room.

What to do if you identify you have two or more examination papers timetabled at the same time (a timetable clash) which is under 3 hours or less

- Candidates may have two subjects, which are timetabled at the same time by the Awarding Bodies. If a candidate is taking two or more examinations in the session and the total time is three hours or less, the school will decide the order in which to hold them. You will not get a break in between these examinations.
- You must remain under Examination condition whilst your paper is collected.

What to do if you identify you have two or more examination papers timetabled at the same time (a timetable clash) which is over 3 hours or more

- If candidates are taking two or more paper based examinations and the total time is more than three hours including extra time and/or supervised rest breaks, one of your examination will be moved to a later or earlier session within the same day.
- If this happens, you will normally sit one paper then have a break.
- During the break, you will be supervised and must not communicate with other candidates. Bring a packed lunch, snack and drink if necessary! You will then sit the second subject paper. You may revise during your break.

Supervision during your examinations

- Examinations are supervised by a team of invigilators employed by the school.
- 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 Manager 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.

Centre and Candidate Numbers

- You will need to write your centre number and candidate number on all your examination answer papers.
- Our centre number is 12738, which will be clearly displayed on the whiteboards in each examination room.
- Your candidate number can be found on your individual candidate timetable. It is a 4 digit number and you will need to remember this as you will need it to line up in the Main Hall.

Examination conditions

As soon as you enter the examination room you are under strict examination conditions (for full set of rules please read **appendix 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.

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 on all your examination papers. In every examination we place a laminated card on your desk that has this information on it.
- You must write your name and number exactly as it appears, please note **Legal names** are used for examinations, **not 'known-as'** names.
- At the beginning of the examination invigilators will come round the room to verify your identity, they may ask you to confirm your name.

Length of examination

- The length of an examination is shown on your individual candidate timetables and also under the heading duration on the question paper.
- Invigilators will tell you when to start and finish the examination.
- The start and finish times will be displayed on the whiteboard at the front of the examination room.
- There is at least one clock in all examination rooms.
- Candidates with extra time will be given a laminate on their desk showing their finish time.
- You will not be allowed to leave an examination room early even if you have finished.
- If you are sure you have finished, use the remaining time to check over your answers. Check the examination instructions and check that you have completed everything correctly.
- If you have finished you need to sit quietly facing the front. Do not turn around or look around the room, make any noise or distract other candidates in any way.

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.	

[Taken from [JCQ Instructions for conducting examinations 2018-2019, Section 10.3](#)]

What if I think there is an error on the paper?

- If you think something is wrong put your hand up and wait for the invigilator to come to you and they will investigate.

Food and drink in examination rooms

- In accordance with JCQ guidelines you **are not allowed** any food or drink in the examination room other than as previously mentioned a plastic drink bottle (if desired) with water only and with the label removed.

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 will your personal belongings 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 an examination

- You should get to school as quickly as possible and report to reception or to your Year Group/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.
- If you arrive very late, the school **must** inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide **not** to accept your work.

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

- Inform 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. You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.
- 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 Examination Officer know.

What happens if you have an unauthorised absence from an examination?

- If you miss the examination, you cannot take it on another day. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.
- If you **miss an examination without good reason**, you will be **charged the entry fee**. You also risk not gaining your final GCSE or GCE.

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 6.

At the end of the examination

- The invigilator will tell you when to stop.
- You must stop writing **immediately and remain silent, facing the front**. Remember that you are still under **examination conditions** until you have left the room.
- Please note some of your colleagues may still be sitting an examination as they may be doing a different paper, which is longer, or have extra time and the examination room should remain silent.
- Invigilators will collect all question papers, answer booklets and additional paper.
- Remember to cross out any rough work
- If you have used more than one answer book or loose sheets of paper, ensure your name is written on them all and insert them inside your answer booklet.
- Remain seated in silence until you are told to leave the examination room.
- Leave the room in silence, **show consideration for other candidates** who may still be working.

Candidates with access arrangements

- 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. Any time missed will be made up.
- Students with extra time will be advised by the invigilator of their finish time.

What if I think I have the wrong paper?

- The invigilator will ask you to check your paper before the examination starts. If you think something is wrong put your hand up and tell the Invigilator immediately.

Can I go to the toilet during the examination?

- Only if it is necessary. You will not be allowed to go to the toilet in the first hour or the last 15 minutes of an examination.
- You will be escorted by an invigilator and will not be allowed any extra time.

Special Consideration

- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases)
- You should be aware that any adjustment is likely to be small and no feedback is provided
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or if the production of coursework is affected by adverse circumstances beyond their control.
- The Examinations Officer must be informed within 24 hours of an examination so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

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.

Penalties are dependent on the seriousness of the offence.

Results Day

GCE results can be collected from school on **Thursday 15th August 2019.**

GCSE results can be collected from school on **Thursday 22nd August 2019.**

Please check the website closer to the date for timings.

- Results will not be given over the telephone or posted home.
- Results can be e-mailed to you if you are not going to be in the country to collect them. Please collect a form from the Examinations Office before 17th July 2019. You will be required to bring proof to show you will not be in the country on results day.

Post-results services

On results day if you have not got the grades you need for sixth form/college/university

- Speak with either the Head of Key Stage 4, Head of Sixth Form or other members of staff who will be available for advice.
- Speak with your chosen place of Further Education and explain your situation. They can advise if you are still eligible for admission.
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to the Examinations Officer or the Head of Department/Subject teacher.
- You should be aware that if you apply for a Review of Marking that marks could go down as well as up or stay the same.
- If you wish to go ahead with a Review of Marking there will be a form in your results envelope. All students have to sign a consent form \before a review of marking can be submitted. Fill out the form and bring the appropriate fee (either in cash or cheque) to the Examinations Office between the hours of 9am and 12pm. The deadlines for the reviews will be on the form.

Please note that there is a deadline with the Review of Marking and Access to Scripts services.

Certificates

- Certificates must be collected on Wednesday 13th November 2019.
- If you need replacement certificates you will have to go directly to the awarding bodies to request a replacement at a substantial cost.

JCQ Information for candidates – non-Examination assessments

You **must** read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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 these regulations.

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

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, encyclopaedias, 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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: WestonPress.

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.

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. 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 essays from on-line essay banks — 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.**

Do not think you will not 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 or seen the source you are using (or even marked the essay 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 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

©2018 – Effective from 1 September 2018

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Park High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Park High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Park High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Park High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Park High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Park High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Park High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Park High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Park High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Park High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Park High School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

JCQ Information for candidates – written Examinations



AOA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2018

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 Examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
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 examination room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the examination room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wristwatch the invigilator will ask you to remove it and place it on your desk.
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 examination has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the examination.
B Information – Make sure you attend your Examinations and bring what you need	
1	Know the dates and times of all your examinations. Arrive at least ten minutes before the start of each examination.
2	If you arrive late for an examination, report to the invigilator running the examination.
3	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
4	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
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 Examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the Examination	
1	Always listen to the invigilator. Follow their instructions at all times.
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	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the Examination. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination 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.
E Advice and assistance	
1	If on the day of the examination 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 examination 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 examination	
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 examination room until told to do so by the invigilator.
3	Do not take from the examination room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the examination.

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Insert the document *Information for candidates – Privacy Notice 2017-2018*

<http://www.jcq.org.uk/Examinations-office/information-for-candidates-documents> or direct candidates to the document on the centre’s website and insert an *appropriately worded message*



here.

Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate’s examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the Examinations Officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examination and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

JCQ No Mobile Phones poster

This poster will be displayed outside each examination room. You **must** note that “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.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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NO IPODS, MOBILE PHONES

MP3/4 PLAYERS

**SMARTWATCHES 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.

JCQ Warning to Candidates poster

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



PARK HIGH SCHOOL

EXAMINATIONS FIRE 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 exam 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 exam, 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 exam room. Exam candidates 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 Exams 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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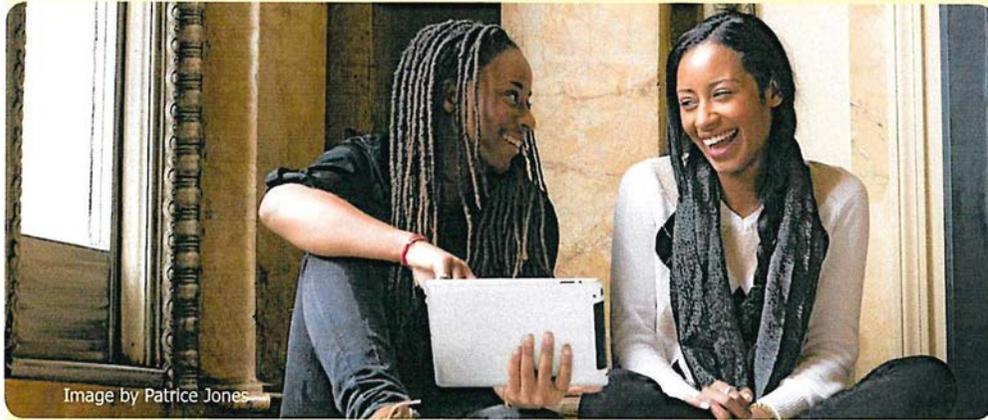
Information for candidates - For on-screen tests – effective from 1 September 2018

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

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

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the Examination room the materials and equipment which are allowed.
5	You must not take into the Examination room: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. <p>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.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the Examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> 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 Examinations room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the examination room until told to do so by the invigilator.
4	Do not take from the examination room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates Using social media and examinations/assessments



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

Please read it carefully.

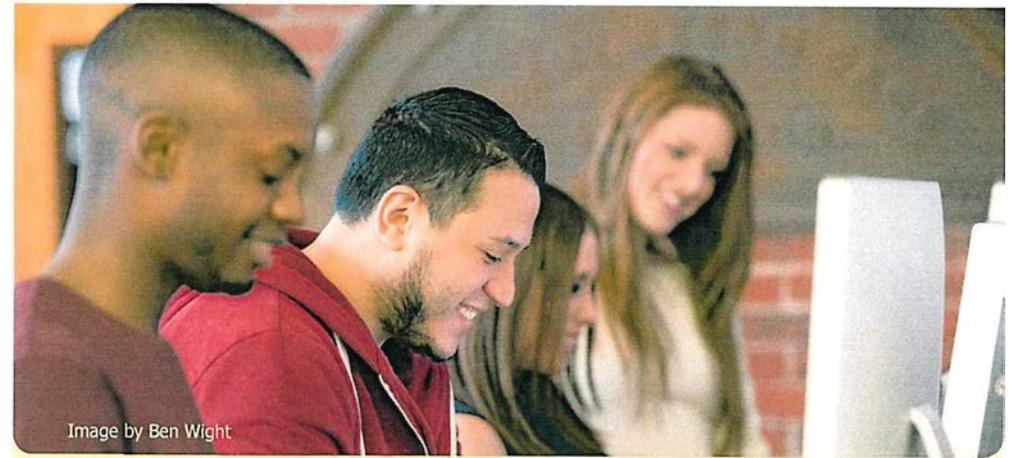
We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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 examinations, 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. 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.



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied - i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of examination content.

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 examinations 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>

