



# Candidate Examination Handbook Practice Examinations 2020/21



This handbook is reviewed and updated annually

Produced/reviewed by	
Examinations Department	
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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.

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 1<sup>st</sup> September 2020 until 31<sup>st</sup> August 2021. 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. The examinations office can be contactable during the school day.

### **All Students Must:**

- Read and fully understand the JCQ Notices to Candidates included in this booklet.
- Inform the Examinations Officer of any clashes they have on their timetable.
- Read the instructions of each examination paper very carefully.

**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.**

### The purpose of this handbook is to:

- To guide and support candidates in understanding the examination process.
- 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.
- To ensure copies of relevant JCQ information for candidates' documents and examination room posters are provided in advance of any examinations/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 aware of (examination policy is available on the school website).

### Malpractice

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

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

### Written timetabled examinations

- Candidate will receive an examination timetable, which indicates: the date and time, subject title, 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 1 and 5**.
- Please read the examination room posters – Mobile Phone, Warning to candidates (**Appendix 6 and 7**).

### **On-screen tests**

- On-screen tests will be conducted in line with the JCQ regulations. Please see **Appendix 2**.

### **Where you will take your examinations**

- The majority of our examinations will take place in the Sports Hall. GCE examinations will take place in the B Rooms.
- KS4 students with Access Arrangements will be seated in the Sixth Form Room in B1 or B2. KS5 students will be seated in B8. These students will be notified prior to the examination taking place.

### What time your examinations will start and finish

- Morning examinations will start at **08:30** and afternoon examinations will start at **13:15**.
- You must arrive at school **15 minutes** before the start time. You will be advised in advanced

### 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.

## Examination room conditions

As soon as you enter the examination room you are under strict examination conditions (for full set of rules please read **Appendix 1**, 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 clearly 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.



## 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.

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

### **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 6.**
- 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**

- 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 your personal belongings will be stored during your examination**

- 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.

### **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.
- 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 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 4**.

### **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.
- Students with extra time will be advised by the invigilator of their finish time.

### **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.**

## JCQ Information for candidates – Written Examinations 2020-2021

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

### A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room:
  - (a) notes;
  - (b) 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 exam room must be see-through.

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

5. If you wear a wrist watch 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 exam has started.
8. You must not write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.

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

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers, and any other equipment which you need for the exam.

5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

### **C. Calculators, dictionaries and computer spell-checkers**

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

### **D. Instructions during the exam**

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. 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 exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.

### **E. Advice and assistance**

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

## **F. At the end of the exam**

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



### JCQ Information for candidates – On-Screen Examinations 2020-2021

You **must** read the information on the link below.

[https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-On-Screen\\_Examinations\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-On-Screen_Examinations_FINAL.pdf)

## JCQ Information for candidates – Privacy Notice 2020-2021

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



### Information for Candidates

#### Information About You and How We Use It

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

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

#### 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 holds. 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://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](http://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
<b>Two tone signal</b>	<b>Fire alarm</b>	<b>Proceed to the playground</b>
<b>Intermittent beeps</b>	<b>Bomb alert</b>	<b>Proceed to the Sports Field</b>
<b>Continuous single note</b>	<b>Take Shelter</b>	<b>Remain in your current room</b>

- **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**

## JCQ Information for Candidates – Social Media

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



### Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**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 exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

#### **You need to know that the following would be malpractice:**

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

#### **Penalties that awarding bodies apply include:**

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

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

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



### JCQ No Mobile Phones poster

This poster will be displayed outside each exam 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 &amp; Guilds

CCEA

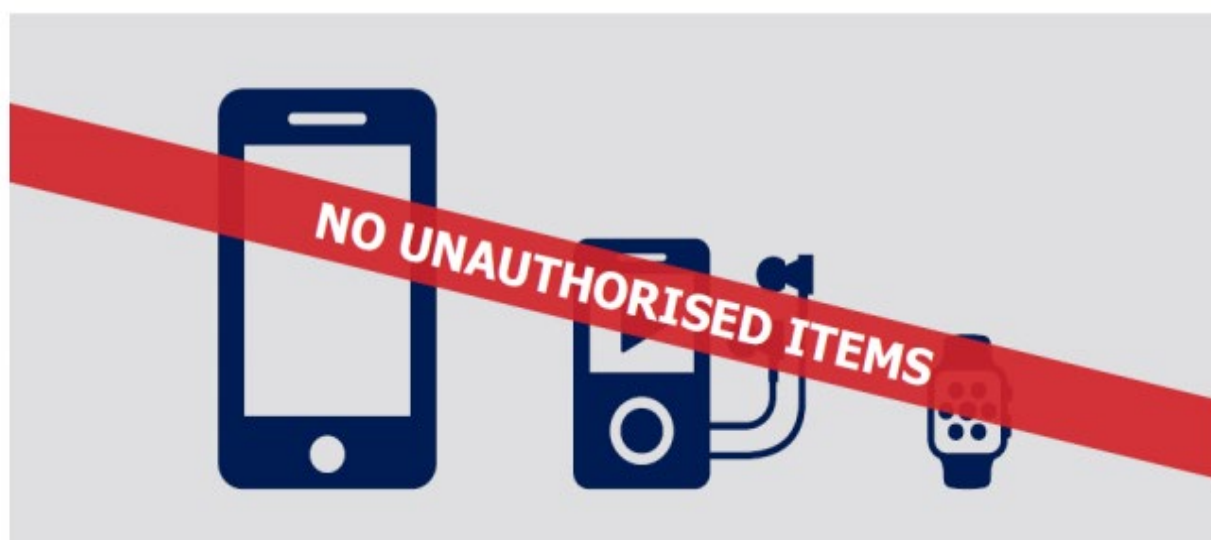
OCR

Pearson

WJEC

# NO MOBILE PHONES SMARTWATCHES 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.

**JCQ Warning to Candidates poster**

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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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.**