



# Candidate Exam Handbook

## Contents

Introduction.....	3
Purpose of the candidate exam handbook .....	3
Coursework/controlled assessments/non-examination assessments .....	3
Written exams .....	3
Where you will take your exams.....	4
What time your exams will start and finish.....	4
Supervision during your exams .....	4
Exam conditions .....	4
Where you will sit in the exam room.....	4
How your identity is confirmed in the exam room.....	4
What equipment you need to bring to your exams.....	5
Using calculators .....	5
What you should not bring into the exam room.....	5
Food and drink in exam rooms .....	5
What you should wear for your exams .....	5
Where your personal belongings will be stored during your exam .....	5
What to do if you arrive late for an exam.....	6
What to do if you are unwell on the day of an exam .....	6
What happens in the event of an emergency in the exam room .....	6
Candidates with access arrangements.....	6
Alleged, suspected or actual incidents of malpractice .....	6
Results .....	7
Post-results services .....	7
Certificates .....	7
Policies.....	7
Appendix 1 .....	8
JCQ Information for candidates – controlled assessments.....	8
Appendix 2.....	11
JCQ Information for candidates – non-examination assessments .....	11
Appendix 3.....	14
JCQ Information for candidates – written exams .....	14
Appendix 4.....	16
JCQ Information for candidates – Privacy Notice .....	16
Appendix 5.....	19
JCQ Information for candidates – social media .....	19
Appendix 6.....	21
JCQ No Mobile Phones poster .....	21
Appendix 7 .....	22
JCQ Warning to Candidates poster .....	22

## Introduction

Chichester Free School is committed to ensuring that candidates are fully briefed on the exam 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 the candidate exam handbook

- ▶ To complement the candidate briefing assembly.
- ▶ To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- ▶ To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken.
- ▶ To answer any questions candidates may have.
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure.

### Coursework/controlled assessments/non-examination assessments

- ▶ JCQ information for candidates documents are at the back of this document. You will also be given these and they will be available on Show My Homework.
- ▶ Your teachers will advise when assessments are taking place, the deadlines for completing them and how they will be marked/assessed.
- ▶ When you are informed of your centre assessed marks you are allowed to request a review of marking before the marks are submitted to the awarding body. This request must be in writing to the Head of Department.

### Written exams

- ▶ You will receive a statement of entry detailing all your GCSEs, use this to check that personal details and exam entries are correct.
- ▶ If this information is incorrect you must inform the Exams officer as soon as possible.
- ▶ You will receive an exam timetable to ensure you know the date and time of all your exams/assessments, where you are sitting and which exam room.
- ▶ You will receive copies of the JCQ information for candidates documents – written examination, social media, privacy etc – these are also in this booklet and on Show My Homework.
- ▶ Copies of Exam room posters – (Warning to candidates, Mobile Phones) are at the end of this booklet.

### **Where you will take your exams**

- ▶ All GCSE's will be taken in the Sports Hall, the Drama Studio and the Log Cabins. If you have a special arrangement this will be on your timetable.

### **What time your exams will start and finish**

- ▶ The exam period runs from 14<sup>th</sup> May to 22<sup>nd</sup> June.
- ▶ All morning exams start at 9am.
- ▶ All afternoon exams start at 1.30pm.

### **Supervision during your exams**

- ▶ Exams are supervised by a team of external invigilators.
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies.

### **Exam conditions**

- ▶ You will line up in silence outside the exam room.
- ▶ You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room.
- ▶ You must not communicate with other candidates.
- ▶ In the exam room the centre number, paper name and number and start and finish times will be displayed.
- ▶ Complete the front of your answer books carefully, with your correct first name, surname, centre number, candidate number and follow any instructions given.
- ▶ If you require anything – put your hand up and ask an invigilator for advice.

### **Where you will sit in the exam room**

- ▶ You will be seated in candidate number order.
- ▶ A seating plan will be available outside the exam room.
- ▶ Your ID card will be on the desk you are to sit at.
- ▶ If you are uncertain, put your hand up and speak to an invigilator.

### **How your identity is confirmed in the exam room**

- ▶ An ID card, with your photo and details on will be on your desk. Do not remove this from the desk.

## What equipment you need to bring to your exams

- ▶ You will need a black pen, pencil, rubber, pencil sharpener and a ruler for all exams, maths equipment for those exams requiring it. You may also need colouring pencils.
- ▶ Pencil cases must be clear plastic.

## Using calculators

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

Candidates may use a calculator in an examination unless prohibited by the awarding body's 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:

- 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.

### The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

### Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - 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:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

## What you should not bring into the exam room

- ▶ Anything other than the equipment listed previously.

## Food and drink in exam rooms

- ▶ No food maybe taken into the exam unless there is a medical reason for this.
- ▶ Water maybe taken into the exam room, but must be in a clear bottle, with no labels.

## What you should wear for your exams

- ▶ Full school uniform must be worn.

## Where your personal belongings will be stored during your exam

- ▶ All personal belongings should be left in your locker as far as possible, anything else will be stored at the front of the exam room.

### **What to do if you arrive late for an exam**

- ▶ Please arrive in plenty of time for your exam – if you are delayed speak to the Exams officer when you arrive.

### **What to do if you are unwell on the day of an exam**

- ▶ If you unwell and unable to attend the exam, call the school as early as possible. If you have medical evidence, provide it to the exams officer, who will let the awarding body know.
- ▶ If you are unwell but manage to attend the exam, tell the exams officer.
- ▶ If you feel unwell during the exam, tell an invigilator.

### **What happens in the event of an emergency in the exam room**

- ▶ In the event of an emergency follow the instructions given by the invigilators.

### **Candidates with access arrangements**

- ▶ If you have an access arrangement such as a scribe, a reader, a laptop or extra time you will be told ahead of your exams.
- ▶ All details with regards to rooms will be on your exam timetable.
- ▶ If you have any questions regarding your access arrangement, speak to the Senco, the exams officer or an LSA.

### **Alleged, suspected or actual incidents of malpractice**

- ▶ Malpractice is a very serious offence and includes, but is not limited to
  - Copying
  - Taking unauthorised material into the exam (notes, paper)
  - Possession of a mobile device, iPad etc (even if it is turned off)
  - Talking or attempting to talk to others
  - Distracting others

#### **ANY SUSPECTED MALPRACTICE WILL BE REPORTED TO THE AWARDING BODY**

- ▶ Penalties for malpractice
  1. Warning
  2. Loss of all the marks gained for a single piece of coursework
  3. Loss of all the marks gained for a component
  4. Loss off all marks gained for a unit
  5. Disqualification from the unit
  6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
  7. Disqualification from the whole qualification
  8. Disqualification from all qualifications taken in that exam series
  9. Barred from entering for one or more examinations for a set period of time.

## Results

- ▶ Your results will be available from the school on Results day, **Thursday 23<sup>rd</sup> August**.
- ▶ Senior members of staff and teachers will be present on Results Day to discuss any queries you may have.
- ▶ If you are unable to attend, we can post your results or email them to you, but we will need this in writing to the Exams Officer.

## Post-results services

- ▶ If you are unhappy with your results you can ask for a review of marking for a paper, there is a cost for this service. The school will advise you on the process and details will be included with your results.
- ▶ Requests for post-results services must be made through the centre.

## Certificates

- ▶ Certificates are issued by the awarding bodies by mid-November.
- ▶ The school will contact you to arrange collection.

## Policies

- ▶ All policies relating to exams are available from the exams officer, these include;
  - Accessibility Plan
  - Appeals
  - Complaints
  - Controlled Assessments
  - Data protection
  - Disability
  - Emergency evacuation
  - Exam and contingency
  - Non Examination Assessments
  - Word processor Policy

### JCQ Information for candidates – controlled assessments

You **must** read this information if you are undertaking any legacy GCSE qualifications that contain elements of controlled assessment.



**This notice has been produced on behalf of:**

**AQA, CCEA, OCR, Pearson and WJEC**

#### **Information for candidates – GCSE controlled assessments**

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

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

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

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

Using information from published sources (including the internet) as the basis for your assignment is a

good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”.



You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, 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 2018.

You may be required to include a bibliography at the end of your 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: Weston Press.

**If you copy the words or ideas of others and don't 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 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 unit 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**

©2017 – Effective from 1 September 2017

### 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, encyclopedias, journals, TV, radio and on the internet.

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

**The regulations state that:**

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”.

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, 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/rurall.htm> downloaded 5 February 2018.

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: Weston Press.

**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**

©2017 – Effective from 1 September 2017

## JCQ Information for candidates – written exams

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

### Information for candidates

#### For written examinations – effective from 1 September 2017

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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>
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
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"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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 – Privacy Notice

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



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 examining 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 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. 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.

### **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.

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



**Please take the time to familiarise yourself with**

**the JCQ rules:**

JCQ 2017 – Effective from 1 September 2017

**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 & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



## **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.

**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
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.