



Examinations Handbook

2022/23

CENTRE NUMBER
20305

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INTRODUCTION

At Fairfax, we understand that sitting exams can very extremely stressful so we aim to make the experience as straightforward as possible for each student. We try to achieve this through fairness, consistency and high levels of communication.

The awarding bodies (examinations boards) provide very prescriptive guidelines about conducting exams which all centres must follow. We expect students to comply with the information in this handbook. All students must familiarise themselves with the JCQ 'Information for Candidates' document which is available on the school website.

We hope that this handbook will answer a lot of the queries that students and parents/carers might have about the examination process but, if you require any further information, please email FF-Exams@fairfax.fmat.co.uk

Remember – we are here to help.

GOOD LUCK!

CALENDAR OF KEY EVENTS

Domestic Exams – Please note that these dates are provisional and may be subject to change.

Year Group	Exam Dates
Year 11 mock examinations (I)	Monday 7 th November – Friday 18 th November 2022
Year 10 mid-year assessments	Thursday 16 th – Friday 17 th February 2023
Year 11 mock examinations (II)	Monday 27 th February - Friday 10 th March 2023
Year 13 mock examinations (I)	Friday 6 th January – Friday 13 th January 2023
Year 12 mock examinations	Monday 17 th April – Friday 21 st April 2023
Year 10 mock examinations	Monday 19 th June – Friday 30 th June
Years 7, 8 and 9 end of year exams	Monday 19 th June – Friday 30 th June (in lessons)

GCSE & GCE External Examinations

November Series 2022 (GCSE English and Maths resits only)

- 31st October – 7th November 2022
- Results released on 12th January 2023

January Series 2023 (Level 3 BTECs & Y11 Creative iMedia [ICT] only)

- 9th to 23rd January 2023
- Results released on 16th March 2023 (Creative iMedia) and 23rd March 2023 (BTECS)

Summer Series 2023

- 15th May – 23rd June 2023
- Contingency afternoons – 8th and 15th June
- Contingency Day – 28th June

Summer Exam Results Days

GCE – 17th August 2023

GCSE – 24th August 2023

BEFORE THE EXAMINATION

TIMETABLES

For the Summer exam series, students in Year 11 and Year 13 will receive a Statement of Entry which will list all of the exams they will be sitting. This must be checked by the students and any concerns should be reported to the exams office by the **7th of February** at the very latest.

You will receive an individual timetable for external examinations nearer to the start of the series, showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Please check it carefully. If you think something is wrong please see the exams officer as soon as possible.

Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or that you are moved to another room at the end of the first exam and are supervised by an invigilator until you are ready to do the next exam. If you have an exam clash and have a preference about which order you sit the papers in, you must also inform us by the **7th of February** and we will endeavor to accommodate this request.

EXAMINATION BOARDS

At Fairfax, the following exam boards are used:

- AQA
- OCR
- Edexcel
- WJEC

CANDIDATE NAME

Candidates should check that the name which appears on their Statement of Entry is their correct legal name as this will appear on certificates. Candidates must also write their legal name on all examination scripts. **Any name changes made after the GCSEs start in May could result in the previous name being printed on the certificate – any charges as a result of this will be passed onto the parent/carer.**

CANDIDATE NUMBER

Each candidate has a four-digit candidate number which will appear on the Statement of Entry and which must be written on all examination scripts.

UNIQUE CANDIDATE IDENTIFICATION (UCI)

In addition to a candidate number, each student must have a Unique Candidate Identifier (12 digits and 1 letter) which is shown on the top of each examination timetable. This number is for office use only.

ADDITIONAL EXAMINATIONS

To be registered for any additional exams, please contact the Exams Officer in advance of the final deadline for exam entries. A fee may be incurred.

FOOD AND DRINK

Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Chewing gum is not permitted in school and should not be brought into an exam.

Water is permitted in the examination room but must be **in a clear bottle with the label removed**.

EQUIPMENT

Students should bring their own working black pens and a pencil to all examinations.

The equipment listed below will be provided for exams which require them:

- Ruler
- Eraser
- Protractor
- Compass
- Calculator
- Tracing paper

Students may bring their own mathematical equipment into the exam, but it must be in a clear plastic pencil case or bag.

UNAUTHORISED MATERIALS

Arrangements for unauthorised materials taken into the exam room

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.

- Candidates are instructed to switch off mobile phones and leave them and all watches in their bags.
- If students prefer not to leave phones and watches in their bags, they may hand them to invigilators before they enter the exam room any mobile phones, all watches (smartwatches, analogue and digital) IPOD, MP3/4 players and any other electrical device,
- Invigilators collect unauthorised items which are placed in a plastic see-through bag, candidates are given a card with a number matching the plastic bag
- In each venue there will be a designated area for candidates to put their personal belongings, invigilators will instruct candidates when entering the exam room where to place them
- When the exam has finished candidates, on producing the card to the invigilator, will receive their unauthorised items

DURING THE EXAMINATION

EXAMINATION REGULATIONS

Copies of the following JCQ notices can be found on the school website under Our Academy>Examination Information

- Information for Candidates - Non-Examination Assessment
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates - Written Examinations
- Warning to Candidates
- Unauthorised Items poster

It is important that parents, carers and students read and understand the regulations as any breach of these rules could result in a student being disqualified from examinations. Fairfax must report every breach of the regulations to the examination boards involved. Full details of malpractice and sanctions can be found at www.jcq.org.uk/exam-office/malpractice.

The 'Warning to Candidates' and 'Unauthorised Items Poster' are displayed outside each examination venue and a recorded announcement is played at the beginning of each exam.

START TIME OF EXAMINATIONS

- Morning – 09:00
- Afternoon – 13:30

The standard time of examinations is as above. However, if a student has a clash or access arrangements please refer to individual examination timetables for confirmation of timings.

FINISH TIME OF EXAMINATIONS

The finish times of examinations will vary depending upon the length of the examination; this information can be found on exam timetables. Please note that examinations may finish outside of the school day. Students must remain in the examination room until the end of the exam, unless authorisation has been given by Senior Management prior to the examination starting.

Students who have been granted additional time by the SEN department are expected to stay for the full duration of the exam.

ATTENDANCE AT EXAMINATIONS

Students are responsible for checking their own timetables and arriving at school on the correct day and time. Students must arrive ten minutes prior to the start of each exam, in full school uniform. If students are consistently late to exams, parents/carers will be called in to school to discuss the issue.

INVIGILATORS

Fairfax employs invigilators to conduct the examinations and ensures that they are trained to a high standard. All students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. Their responsibilities involve:

- Ensuring all students enter and leave the exam room under examination conditions
- Distributing and collecting the examination papers
- Informing students when to start and finish the examination
- Handing out any additional materials that are required
- Dealing with any problems that occur during the examination, for example if a student is feeling ill

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and may be prohibited from sitting any further examinations.

CONDUCT DURING THE EXAM

Once the student enters the exam room they are expected to follow exams conditions which are clearly set out by the exam awarding body JCQ:

- No talking to fellow students
- Hand in any unauthorised equipment to invigilator
- Leave bags and coats in the changing room/ at the back of the exam venue
- Once seated, face the front of the room.
- No turning around, using facial gestures or smiling to fellow students as this will be seen as communication and could result in disqualification from the examination and all further examinations taken by that exam board
- No looking at the students paper next to you

ABSENCE FROM EXAMINATIONS

If a student is unable to attend an exam, the Attendance Officer must be informed as soon as possible. Fairfax will invoice parents/carers if a student fails to attend an exam without appropriate medical documentation. The approximate fee per exam is **£45**. Please note that misreading the timetable is not a valid reason for absence or lateness. In exceptional circumstances, special consideration can be applied for absence from an exam due to a medical reason. Evidence must be provided to the Exams Officer as soon as possible in order for the application to be made. Students must have completed at least one component of the total course in order for special consideration to be considered by the exam board. This includes coursework units.

BAD WEATHER PROCEDURE

As you know, the weather can be very unpredictable. To avoid any possible confusion as to whether an exam will take place in the event of bad weather we would like to remind you of the procedures.

The only occasion where an external examination will not take place is if the school is deemed unsafe by the School Management Team. Please note exams may take place even when the school is closed for normal lessons to other students.

Information about this will be given on local radio stations early in the morning on the day of the exams. If you have any doubt tune into local radio stations, as early as possible on the day in question but you should assume that exams will take place unless it is announced or you receive a text via parent call that states exams have been cancelled

AFTER THE EXAMINATION

NOTIFICATION OF RESULTS

GCE results will be available for collection from school on **Thursday 17th August** from 08:30-09:30 for Year 13 students. Staff will be available to offer advice.

GCSE results will be available for collection from school on **Thursday 24th August** between 08:30 and 09:30. Staff will be available to help with Post 16 plans. Students wishing to join the Fairfax Sixth Form should enrol in the Sixth Form Centre on this day.

Students who are unable to collect their results in person should bring in a stamped addressed envelope to the Exams Officer, who will arrange for exam results to be posted out on the day. Alternatively, a letter may be submitted prior to results day nominating somebody to collect the results on the student's behalf.

POST RESULTS SERVICES

Post results services give candidates the opportunity to request a copy of an exam script back (Access to Scripts) or to request a clerical re-check or review of marking (Enquiries about results)

Students need to be aware that, if they decide to progress with an enquiry about the result, there are three possible outcomes:

- The original mark is lowered, so the final grade may be lower than the original grade received.
- The original mark is confirmed as correct, and there is no change to the grade.
- The original mark is raised, so the final grade may be higher than the original grade received.

In order for school to request post results services, the relevant form must be completed. A copy of this form will be included in results envelopes and will be available on the school website. Please note there are strict deadlines to submit these applications to the examination boards. A fee will be charged for this service which will be refunded if the grade for the unit improves.

To appeal against the outcome of a review of marking, please read the school's internal appeals procedure, available on the website under Our Academy>Examination Information.

PRESENTATION OF EXAM CERTIFICATES

Certificates are issued by the examination boards to school in November. Students can collect their certificates from late November onwards from Reception. School are only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they are stolen or destroyed through fire or flood) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safe.

APPENDIX A: Frequently Asked Questions

WHAT DO I DO IF I THINK I HAVE THE WRONG PAPER?

It is your responsibility to check that you have the correct paper before the examination starts. If you think you have the wrong paper or tier, put your hand up immediately and advise the invigilator. You will be reminded of this in the announcement which is played before each exam.

WHAT IS AN APPEAL FOR SPECIAL CONSIDERATION?

Special Consideration is an appeal to the examination board for an adjustment to marks if a candidate is disadvantaged at the time of their examination because of illness, bereavement or other similar distressing occurrences. If the candidate is ill, a current medical note is required.

If you feel that you have been disadvantaged during an exam, please inform an invigilator as a record must be kept of the incident.

IF I AM LATE, CAN I STILL SIT THE EXAMINATION?

Students will be permitted to sit the examination at the discretion of the school. However, if the student is more than one hour late then this is considered very late and it is possible that the exam board may decide not to accept their work. Please refer to JCQ Instructions for Conducting Examinations for further details with regards to this policy.

IF I MISS AN EXAMINATION, CAN I TAKE IT ON ANOTHER DAY?

No. Timetables are regulated by the examination boards and you must attend on the specified date and time.

WHAT HAPPENS IF I TAKE A MOBILE PHONE, WATCH, IPOD OR EARPHONES INTO THE EXAMINATION ROOM?

At the beginning of an examination, the invigilators will ask you to hand in any unauthorised items. If you are found to have a mobile phone, watch, IPOD or MP3/4 players in your possession even if they have been turned off, the school has no choice but to report the incident to the examination board. Without exception, the student will be disqualified from the examination paper.

WHAT DO I DO IF THE FIRE ALARM SOUNDS?

The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation. If this does happen, the examination board will be contacted and special consideration will be applied for.

CAN I GO TO THE TOILET DURING THE EXAMINATION?

Only if it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time. Toilet breaks are not permitted in the last 15 minutes of an examination unless you have a medical need. Evidence should be submitted to the Exams Officer prior to the examination series.

WHAT TO DO IF I WANT TO APPEAL AN INTERNALLY ASSESSED GRADE?

Contact the exams office for a copy of the Internal Appeals Procedures

APPENDIX B: Information for candidates: Coursework Assessments 2022-23



Information for candidates

Coursework assessments

With effect from 1 September 2021

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

APPENDIX C: Information for candidates: NEA Assessments 2022-23

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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

Preparing your 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 or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

APPENDIX E: Information for candidates: On-screen Tests 2022-23



Joint Council for
Qualifications CIC

Information for candidates

On-screen tests

With effect from 1 September 2021

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 exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 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 exam 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:
 - (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 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (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. **Do not** open the question paper until you are instructed that the exam has begun.

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:
 - (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 exam room until told to do so by the invigilator.
- 4** Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



Joint Council for
Qualifications CIC

Information for candidates

Written examinations

With effect from 1 September 2021

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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

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

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Information for candidates Using social media and examinations/assessments



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

Please read it carefully.

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

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

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

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

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



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>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

APPENDIX I: JCQ Unauthorised Items poster

JCQ
CIC

AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

**NO MOBILE PHONES
NO WATCHES**

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



NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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