



Rossett School

Success for everyone

Exams Handbook

2021 – 2022

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Introduction

Public examinations can be an extremely stressful time for students and parents alike. It is important that all those involved are as well informed as possible. All of our students are aware that rules and regulations are designed to ensure fairness and minimise disturbance and it is the interest of all that the exams run smoothly.

Rossett School will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about our examination procedures, to answer some of the more frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that the examinations regulatory body, the Joint Council for Qualifications (JCQ), require all candidates to be made aware of.

After reading this booklet, if you have any further questions please do not hesitate to contact our Exams Office.

Telephone: 01423 564444 ext 251

Email: jallan@rossettschool.co.uk

On exams days it is best to contact the school reception on 01423 564444 and leave a message, with the nature of your query and a member of the Exams team will get back to you as soon as possible.

Before Exams

EXAM BOARDS & EXAM SERIES

Rossett School uses the following exam boards: AQA, Edexcel, OCR & WJEC. There are two main exam series throughout the academic year - in November (mainly GCSE re-sits) and May/June (Summer).

EXAM REGULATIONS

Copies of the JCQ Warning to Candidates, Information for Candidates and Mobile Phone notices are printed at the back of this Handbook. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME

You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the Rossett School's Centre Number: 48235. This information will be on a card on your desk for each of your exams. You must write your full legal name on your exam papers. Known-as names, abbreviations and preferred names must not be used.

TIMETABLES

Once your entries have been confirmed with the Head of Faculty, you will be issued with your personal exam timetable. Please check this carefully. If you have any queries, inform the Exams Office immediately. You are responsible for knowing the dates and times of your exams.

EXAM CLASHES

If you are timetabled to sit two or more exams at the same time, this is known as a clash. All clashes should be brought to the attention of the Exams Office who can arrange for one of the papers to be taken at a different time on the same day. If the exams cannot be sat consecutively, you will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that you are supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session, you will be supervised over lunchtime. You should bring some revision or reading material and your lunch and a drink, as you will not be allowed to enter communal areas to buy food. Access to the internet will not be allowed and your mobile phone cannot be used during this time. Attempting to communicate with any other candidate will be deemed as malpractice and reported to the exam board who may disqualify all the candidates involved.

During Exams

COPING WITH EXAM PRESSURE

'Stress is not necessarily a bad thing'

People react to stress in different ways. Stress can be a great motivator for some students, giving them the 'get up and go' that they need to succeed. Other students are indifferent to stress; they can float along without getting affected by stress in a good or bad way. Stress can be a bad thing for some students, when exam pressures become overwhelming.

The key things to remember are:

- Stress is nothing to be scared of
- Anxiety is not inevitable
- You can learn how to cope more effectively.

How to control physical reactions to anxiety

Deep Breathing

When you become anxious, your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

- Sit comfortably with a straight back
- Place your left hand on your chest, and right hand below it, on your diaphragm
- Inhale deeply through your nose for 5 seconds
- Hold your breath for 2 seconds
- Exhale slowly through your mouth
- Feel the expansions in your diaphragm
- Repeat for 1 or 2 minutes until you feel calm

How to feel confident about exams

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing. These types of beliefs focus on what you can't do rather than what you can. Find a positive, realistic belief that can replace the negative belief. For example, if your negative belief is 'I am terrible at maths', a positive, realistic alternative could be 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it.'

The key things to remember are:

- If you suffer from anxiety, replacing negative beliefs can help
- Some people find it helpful to keep a record of their beliefs
- You can become a more confident person with a 'can-do' attitude

How to plan your revision

1. Create a plan - Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan, you are taking control.
2. Set targets - Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.
3. Check progress - Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are:

- Targets should be achievable and manageable
- Targets must be short-term and include a time-limit
- Review your targets, and when complete, set new ones.

DRESS CODE

Full school uniform and correct dress code is required for all exams. Sixth form students must display their identification badge on their exam desk.

PERSONAL BELONGINGS

Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in the designated bag room.

WRIST WATCHES

Smartwatches and watches device are **not** allowed in the exam room.

SEATING PLANS

Seating plans will be posted outside the exam room before each exam commences and are listed in Surname order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

EXAM CONDITIONS

You are under strict exam conditions from the time you enter the exam room until the time all candidates leave.

If you are using a laptop/PC to type your exams you will still be under exam conditions until after you have printed and signed your typed exam paper.

LATE ARRIVAL

If you are running late, you should get to school as quickly as possible and immediately go to the examination room. **You must not enter an examination room without permission after an examination has begun.**

Rossett School will do its utmost to ensure that you are able to sit the exam in the full allocated time. However, this may not always be possible.

If you arrive very late, the school must inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide not to accept your work. If you arrive after the end of an exam, you will not be admitted.

BE PREPARED

- Exams start at 9.30am and 1.15pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. Rossett School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. Pencil cases must be see-through.
- You are permitted to bring a clear bottle containing water only into the exam, all labels must be removed. Bottles that do not meet these standards will be removed by an invigilator.
- Pens should be black ink or black ballpoint. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- Write your legal name (not known-as, abbreviated or preferred names), exam candidate number and centre number on all answer booklets and additional sheets.
- There will be a 5-minute warning at the end of the exam.

CALCULATORS

You may use a calculator in an exam unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, you are responsible for making sure that your 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.

Calculators must not:

- be language translators;
- be symbolic algebra manipulation
- be symbolic differentiation or integration;
- be communication with other machines or the internet;
- be borrowed from another candidate during the exam
- have retrievable information stored in them – this includes: databanks; dictionaries; mathematical formulas; text

The use, or attempted use, of any such calculators will be regarded as malpractice.

MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

Mobile phones, iPods, MP3/4 players, wrist watches, smart watches or any other products with text/digital facilities **must not be brought into the exam room** even if you do not intend to use them.

Other forms of malpractice include:

- Being in possession of unauthorised materials e.g. revision notes, reading pens
- Communicating with other candidates (by talking, signing or otherwise)
- Copying from other candidates
- Sitting an exam in the name of another candidate.

Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the JCQ Suspected Malpractice Procedures.

FOOD & DRINK

No food or drink is allowed in the exam room except for water. Bottles should be transparent and must have labels removed. Chewing gum is not allowed.

AT THE END OF AN EXAM

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.

- At the end of an exam, all work must be handed in - remember to cross out any rough work.
- If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. You are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.
- You must remain seated until told to leave. You must leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
- Invigilators cannot give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly.

ABSENCE FROM EXAMS

- If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact School Reception before 9.00am on the day of the exam.
- Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to Rossett School. If you do not provide medical evidence where relevant you may be asked to pay for future attempts at those exams missed.
- Misreading your timetable is not an acceptable reason for absence.

EMERGENCIES

If the fire alarm sounds during an exam, the Invigilators will tell you what to do. Don't panic! If you must evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. 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 exam room, do not start writing until the Invigilator tells you to. You will be allowed the full duration time for the exam and a report will be sent to the exam board detailing the incident.

After Exams

NOTIFICATION OF RESULTS

Results for the Autumn series will be available on:

A LEVELS—Thursday 18th August 2022

GCSE— Thursday 25th August 2022

It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.

If someone else is to collect your results, the collector will require a completed Results Day Collection Form (available to print from the school website) and some form of ID.

POST RESULTS

Results Guidance sheets will be available on the above dates. If you want to have any papers reviewed or scripts returned, the relevant form will be available on results day. After this they can be collected from the Exams Office in the new term.

Please be aware of the deadline dates on the forms as these are set by the exam boards not the school. We are unable to process review of marking requests without the completed signed form even if a payment has been received before the deadline date.

If you require advice on results days, Exams Office staff, Sixth Form Team and Heads of Faculty will be available.

CERTIFICATES

Once certificates arrive in School, leavers and current students will be informed of where to collect them. If you wish a relative or friend to collect your certificates, the collector will require a completed Certification Collection Form (available to print from the school website) and some form of ID.

Remember - your certificates are extremely important documents and must be kept safe. If you lose them, a fee is required to obtain additional copies.



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.

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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



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

DISQUALIFICATION
from your examination and your overall qualification.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



©JCQ²⁰²¹

**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.
 - 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 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.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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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/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



© JCQ²⁰²¹

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/onthisday/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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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.



Image by Ben Wright

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>



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.