



# Exams Handbook

2017-2018

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## Introduction

This booklet has been written to hopefully answer any questions you or your parents, carers or guardians may have about your exams at The Ashcombe School. If, after reading this, you still have any queries, please come up to the exams office next to R22 or phone school on 01306 886312 and ask to speak to Mrs McDougall, the Exams Officer.

Work hard, do your best and good luck!

## Before the exams

### Your Exam Timetables

You will be issued with 2 exam timetables. The first details the start time, the length and the code and title for each written exam you will sit. It is vital that you check that every paper in every subject that you do is on your timetable. **If it is not on your timetable, then you have not been entered for it, and there won't be a paper for you on the day.**

Look after your timetable – a replacement costs 25p.

Some subjects are tiered. You should check that you have been entered for the correct tier – either higher or foundation. Please be aware that from the middle of March it costs the school to make a change to this tier, so, if you are not sure you have been entered for the correct tier, please discuss this with your teacher as soon as possible.

If you have clashes these will be re-arranged by the exams office but please come and speak to us if you have a preference for which exam you sit first.

You should also check that your name is spelled correctly. This should be the name that is on your birth certificate and is the name that will appear on your exam certificates. If these don't match, you could have problems with employers in the future.

**Please make a note of the date and time of all your exams.** If you miss an exam, you cannot sit it at another time.

Your second timetable will be issued around Easter and will be the final version with any amendments included and any clashes sorted. It will also show the venue for each exam and your seat number. Please make a note of this to help you find the correct seat for your exam. Seat numbers will also be listed on the whiteboard by pupil services and you should always check here on the morning of your exam for any last minute changes to venues.

### **Non Examination Assessment (NEA)**

In some subjects certain units are not tested with a written exam paper but with a NEA. This is marked by your teacher and then moderated by the exam board. Your teacher will tell you your mark but if you feel that your mark is not correct you can appeal. Please speak to your teacher or to the Exams Officer.

### **Medical conditions.**

Please make your Head of Year or the Exams Officer aware of anything that might affect you during an exam.

## Exam Day

### Where do I go?

You should arrive at least 15 minutes before the start of your exam. Morning exams start at 9am and afternoon exams at 1.30pm unless otherwise noted on your timetable. Most exams take place either in the main hall or in the BPA. Some students will be in a smaller room if they have access arrangements. You should check the screens and the whiteboard at Pupil Services for the most up-to-date information on venues.

If your exam is in the main hall, you will take your bag to the balcony which will be locked during the exam. If you are in the BPA, there are lockable cages in the foyer. If you are in a smaller room, please take your bag with you. Make sure you take everything out of your bag that you will need in the exam, including your mobile phone which will be handed to an invigilator at the start of the exam.

Before entering the exam hall, you will line up on the tennis courts in seat number order. This should make it easier for you to find your seat when you get into the hall. On your desk there will be a label printed with your details and the paper you are due to sit. **Please only sit at the desk with your label on it otherwise you may well be sitting the wrong paper.**

# **Exam Day continued**

## **What do I bring?**

Please bring all the equipment you will need for your exam.  
We have limited supplies to lend out.

### **You will definitely need:**

- Black pens

### **You might need:**

- Pencil
- Rubber
- Sharpener
- Ruler
- Compasses
- Coloured pencils
- Calculator (no lid)
- Highlighters (not for use on answer booklets)
- Glasses (if in a case, the case must be handed in)
- Wristwatch (must be taken off your wrist and placed on your desk)

### **You may bring in:**

- Water bottle (label to be removed)
- Pencil case (must be transparent)

### **You may not use:**

- tippex

### What if I'm late?

If you know you are going to be late, ring school as soon as possible on 01306 886312.

As soon as you arrive, report to Pupil Services who will inform an invigilator.

Depending on how late you are and how long the exam is, you may still be allowed to sit the paper and be given the full length of time. If you do go into the hall, **remember to hand in your mobile phone.**

### What if I'm ill on the day?

Please phone school as soon as possible if you are unwell. If at all possible, you should try to sit your exam. We can make arrangements for you to sit at the back of the hall so you are near the toilets or we can give you rest breaks if this is appropriate. Make sure you tell someone, because then we can apply for special consideration for you, and this will give you the best chance of getting a fair grade for your exam. If you miss one of your papers, you may not be able to get a grade in that subject.

## The Start of the Exam

**As soon as you enter the exam room you are under exam conditions.** This means no talking or turning around. Never look at what your friends are doing even just to check whether they've finished. It could be misunderstood as cheating.

Once everyone is seated, invigilators will come round to collect your mobile phone. All mobiles must be turned off and not just on silent. You should hand over anything else that is not allowed, such as smart watches, Ipods, headphones, notes on paper. Please do not come into an exam room with anything written on your skin or clothes. Wristwatches must be placed on the desk.

If, during the exam, you are found with any item that is not allowed, (even if you weren't going to use it) the invigilator must report this to the exam board, and the usual outcome is that you will get zero marks for that paper.

Check that you have the correct paper and tier of entry. Listen carefully to the invigilator's announcements – there may be important information about which questions to answer or about a mistake on the paper.

Do **not** write anything obscene or offensive anywhere on your paper. The exam board will refuse to mark it and you may face further sanctions.

## During the Exam

Invigilators are there to make sure that the exam runs smoothly and that everybody sticks to the rules. However, they are also there to help you, so don't be afraid to put your hand up if you have a problem.

### **Common problems**

- Need more paper – the invigilators can supply this. You must put your name and candidate number on all the pages you use.
- Pen runs out – invigilators can supply spare equipment but please try to bring everything you might need as this will use up your valuable time.
- Need the toilet – please go to the toilet before your exam. If you really have to go during the exam, an invigilator will accompany you to staff facilities but you won't get any extra time.
- Feel unwell – put your hand up straight away especially if you think you're going to faint or be sick. An invigilator will accompany you to the medical room along with a first aider. If you are well enough to come back to the exam, you will be given the full length of time.
- Finish early – please use any spare time to check your answers carefully. You will not be allowed to go before the end of the exam.

**If the fire bell sounds** you should remain seated under exam conditions and wait for further instructions.

In the unlikely event of us having to evacuate an exam room, you should leave all your belongings and your exam paper and move out of the room in complete silence. You need to remain in silence until it is safe to re-enter the building otherwise you risk being disqualified from the exam.

## **After the Exams**

### **Special Consideration**

If you were fully prepared for your exam but something went wrong on the day, such as illness or family problems, you should speak to the exams office as soon as you can and we will be able to apply for special consideration. We will let you know if we need any paperwork from you, such as a doctor's note.

### **Results Days - come to the study centre**

AS and A2 results will be available on 16<sup>th</sup> August 2018, AL from 8am, AS from 10.30am.

GCSE results on 23<sup>rd</sup> August 2018 from 9.30am.

Senior staff will be available for discussion about results and for help with decisions relating to enquiries about marking.

If you are unable to collect your results and would like someone else to collect them on your behalf (parent, friend, etc.), you must give us written consent in advance and the person collecting the results must have photographic ID with them.

If your results remain uncollected at the end of the day, they will be posted home to you.

Edexcel exam board offer an online results service for A-level which allows you to get detailed question by question results. If you would like to use this service, please contact the exams office.

## Understanding your results

Your statement of results will show you the overall grade for each subject. This will be shown as an upper case A, B, C, etc. and will be listed at the top of the sheet. Most GCSE grades will be 9-1 with 9 being the highest. Grade 4 is similar to the old Grade C and a grade 7 the old grade A.

For non-reformed subjects, the result for each paper taken within a subject will be shown as a lower case a, b, c, etc. and will be listed further down your results sheet.

For reformed subjects you will not receive component paper marks but just the overall grade.

Further information on grade boundaries and component paper marks will be available from teachers or the exams office at the start of term.

## Unhappy about your results?

If you think you should have received a better grade, you can apply for the marking of a paper to be reviewed. If a university place depends on your grade, you should ask the exams office for a priority review form. A priority review for one paper costs around £55. A non-priority costs around £40. You should be aware that results can go down as well as up after a review, and so you should only apply if you are close to the next grade. There is an appeals process. Please consult the Exams Officer for more information.

If you would like to see a copy of your script before you decide whether or not to have it reviewed, you should ask for a priority copy of script. Do not use this service if a university place depends on a review because you will not get the script back in time to meet the priority review deadline.

If you would just like to see your script so that you can learn from your mistakes, you can request a copy of your script. This costs around £12. Ideally you should then go over the paper with your teacher.

All the relevant forms are available from the exams office and can also be downloaded from The Ashcombe sixth form website.

Any priority requests must be made in the week following results. The deadline for non-priority requests is around the middle of September and will be on the form.

## Certificates

Certificates are sent to the school after all the enquiries about results have been resolved. You will be notified when these are available.

## Resits

If you are joining the 6<sup>th</sup> form and did not get a Grade 4 or above in English and maths, you will be given the opportunity to resit these in November.

If you would like to resit an unreformed AS paper you must contact the exams office. Most papers cost around £20 to resit. Forms will be available in December from the exams office or The Ashcombe sixth form website and must be returned by mid-January.

Reformed AS papers do not count towards the A Level anymore and you should take advice before deciding to resit these. You will have to resit the whole AS as you can't resit only one component. This costs around £55.

## **JCQ NOTICES**

Please make sure you have read the following notices, which are issued by the Joint Council for Qualifications and apply to all external exams but also to non-examination assessment, coursework and controlled assessments.



**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/rural1.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**

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**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.

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- 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**

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

**City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

**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 or lecturer.

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, 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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include 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: 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 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 and should not be included.

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, 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. 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 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.

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- 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**



**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.

## 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.



Image by Ben Wight

**You should be aware that the following might constitute malpractice:**

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

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or 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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**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>• <b>notes;</b></li> <li>• <b>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.</b></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.



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

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

**DISQUALIFICATION**

**from your examination and your overall  
qualification.**

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



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. 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.

**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.**

Effective from 1 September 2014