



Noel-Baker Academy  
A L.E.A.D. Academy

# Candidate Exam Handbook

## 2021/22

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## Introduction

Noel-Baker Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of the candidate exam handbook

The purpose of this handbook is to ensure that:

- Candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- Copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- candidates (and where relevant parents/carers) are signposted to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure.

## Written timetabled exams

Your exam timetable details the date, time, exam room and seat for each exam you are entered for. If any personal details or examination entries are incorrect, please speak to the examinations officer or your form tutor.

Please refer to Appendices 4 to 8 for JCQ's 'Information to Candidates – written exams; privacy notice; social media', 'No Mobile Phones' and the 'Warning to Candidates'. It is important that you are familiar with these documents prior to sitting your examinations.

## Contingency day - Summer 2022

Please note that there is a 'contingency day' planned for Wednesday 29<sup>th</sup> June. This day will be used by awarding bodies in the event of a national or local disruption to the examinations. You must ensure you remain available for this date should the contingency day be invoked.

### What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you take both Engineering and Religious Studies you will notice that you have a timetable clash. As this clash results in exams lasting less than three hours you will take both exams during the same session. You will be given a twenty-minute supervised break between papers. Please note **you are not able to revise** during this time. You will not be able to have access to any electronic/internet enabled devices in between clash exams.

### Where you will take your exams

You will sit your exams either in the Sports Hall or Dance Studio. Please refer to your individual exam timetable for your seating allocation.

### What time your exams will start and finish

Students should arrive at 08.15 for morning examinations and 12.45 for afternoon examinations.

### Supervision during your exams

During your exam you will be supervised by a team of invigilators. These invigilators have all undergone training and must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies.

### Exam room conditions

You will enter the SVB in silence and leave your belongings in the bag room. You must only have permitted stationary, in a see-through pencil case, and a clear bottle of water with you at your exam desk. All other possessions must be kept in your bags. Please make sure you check you do not have any unauthorised material on you during your exam as this could result in disqualification. Please also remove your lanyard and leave this in your bag.

As soon as you enter the exam room you are under formal exam conditions. You must not communicate in any way with other students. You will take your seat in silence and wait until you are given further instruction by an invigilator. You must not begin to fill in the front of your exam paper until instructed to do so by the invigilator.

### Where you will sit in the exam room

You will sit in the same seat for all of your exams. Your seat number will be listed on your exam timetable. The only exception will be Spanish Listening which may require you to sit in a different room – please check your timetable for details.

## What equipment you need to bring to your exams

You must bring the following equipment in a **see-through pencil case** for all of your exams:

- 2 black ball-point pens (blue is not accepted by the exam boards)
- 1 pencil
- 1 ruler

For your Maths and Science exams you may need:

- Scientific calculator
- Protractor
- Maths compass

You may ask to borrow:

- Rubber
- Sharpener

## Using calculators

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination.

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

### The candidate is responsible for the following:

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

### Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

## What you should not bring into the exam room

You must not have any unauthorised material on your person once in the exam room. You must ensure that any technological/web-enabled devices are not on your person during an exam (please see Appendix 7 for further information). Either leave these at home, or ensure they are turned off and stored in your bag. If you realise you have unauthorised material on you, you may hand in unauthorised material to an invigilator **before** the start of the exam.

**Please note that any form of wristwatch is no longer permitted in the exam room.**

If you are found to have unauthorised material in your possession during an exam, **even if you do not intend to use it**, this will be considered suspected malpractice and the exam board will be informed. **Malpractice may result in loss of marks or disqualification.**

### Food and drink in exam rooms

Water in a clear bottle with the label removed is permitted in the exam room, no food is allowed.

### What you should wear for your exams

You must wear school uniform to all of your exams. Please ensure you wear layers to help you remain comfortable during your exam. Although we try to maintain the temperature of the sports hall, it can become cold or very hot during extreme weather.

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

It is essential that you arrive on time for all of your exams. If you realise that you are going to be late for an exam you must inform school immediately on 01332 572026. We will assist where possible to ensure you get to your exam as quickly as possible.

If you arrive very late for an exam we will make every attempt to allow you to sit your exam. However, the awarding body will be informed of your lateness and they may choose to not accept your script for marking. This will mean a U grade would be awarded.

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

If you feel unwell or are unable to attend due to an extreme exceptional circumstance on your exam day you must inform school as soon as possible on 01332 572026.

- If you are too unwell to attend on an exam day you must inform the school as early as possible. A special consideration application will be submitted to the relevant awarding body. If possible, please get medical evidence from a doctor/walk-in-centre of your illness as this will help your special consideration application.
- If you are unwell but feel you may be able to attend the exam we will attempt to make provision that may help you to complete your exam.
- If you feel unwell during an exam please inform one of the invigilators.

### What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence from an exam the fees for that exam will be re-charged to you. (approximately £40)

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

In the event of an emergency in the exam room follow instructions given by the invigilators. Please see Appendix 7 for a copy of our exam evacuations procedure. The exam lockdown policy can be viewed upon request.

## Candidates with access arrangements

Candidates that are entitled to access arrangements will be informed of this by Miss Hinchcliffe. Your access arrangement room will be listed on your exam timetable documents.

## Alleged, suspected or actual incidents of malpractice

Noel-Baker Academy will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice. For further information please refer to JCQ's publication '*Suspected Malpractice : Policies and Procedure 2021-2022*' which is available at <https://www.jcq.org.uk/exams-office/malpractice/>

## Results

Provisional GCSE results will be available for collection on the 25th August from 8:30 AM. A senior member of staff will be available on this day if you wish to discuss your results with them. If you are unable to attend to collect your results please speak to Miss Healy (exams officer) to arrange to have your results emailed to you.

## Post-results services

All post-result service requests must be made through the academy; exam boards will not accept private applications. There are four main types of post-result services:

1. Clerical re-check. This is a re-check of all clerical procedures leading to the issue of a result.
2. Review of marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.
3. Review of moderation. This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.
4. Access to scripts. This service allows the centre to have access to a candidate's marked exam script.

The academy may decide to submit a post-result service request on your behalf. In this case you will be contacted, and your written permission will be sought before any application is processed.

If you decide you would like us to submit a post-result service on your behalf, please speak to a senior member of staff on results day. You will be given a '*request of post-result services form*' to complete. Please return this form to the examinations officer either in person, by post or email ([emmahealy@noelbakeracademy.co.uk](mailto:emmahealy@noelbakeracademy.co.uk)) by 2nd September 2022. Details of post-result services will be available on the school website from the beginning of June.

## **Certificates**

Certificates will be available for collection from late November, you will be sent details of the exact date nearer the time. These will be available for collection from the academy reception. If you are unable to collect your certificates, please contact the exams officer to make other arrangements. Unclaimed certificates will be held at the academy for 18 months and will then be confidentially destroyed.

## **Internal appeals procedures**

Noel-Baker Academy's 'Internal Appeals Procedure Policy' is available on the academy website, please refer to this for further information on how to make an appeal.

## **Complaints and appeals procedure**

Noel-Baker Academy's 'Complaints and Appeals Procedure Policy' is available on the academy website. Please refer to this for further information on how to make a formal complaint.

## Appendix 1 – JCQ Information for Candidates – Non-examination assessments

### JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.

This document tells you about some things that you must and mustnot 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 confirmingthat you have read and followed the regulations.

If there is anything that you do not understand, you must askyour 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 ofthe 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 accountof 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 youdirect assistance, they can help you to sort out any problems before itis too late.

Take care of your work and keep it safe. Do not leave it lying aroundwhere 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 thoseyou do not need.

Do not be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect thissort 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](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**

## Appendix 2 – JCQ Information for Candidates – Written Exams

**JCQ Information for candidates – written exams - You must read this information before you undertake any externally assessed timetabled written exams.**

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** .

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**
- 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 all the details required on the front of the question or the answer booklet before you start the**
- 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 question.

### 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.

## Appendix 3

**JCQ Information for candidates – Privacy Notice - You must read this information as it informs you how the “JCQ awarding bodies will process your personal data.”**



### 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 3

### **JCQ Information for candidates – Privacy Notice - You must read this information as it informs you how the “JCQ awarding bodies will process your personal data.”**

#### **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).

## Appendix 3

### **JCQ Information for candidates – Privacy Notice - You must read this information as it informs you how the “JCQ awarding bodies will process your personal data.”**

#### **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](http://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](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

**JCQ Information for candidates – social media - You must read this information to help you stay within examination/assessment regulations when using social media.**



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



Image by Patrice Jones

**This document has been written to help you stay within 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 Wight

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

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

**Penalties that awarding bodies apply include:**

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

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

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



## Appendix 5 - JCQ Unauthorised Items Poster

This poster will be displayed outside each exam room. You **must** note that *“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.”*



AQA

City & Guilds

CCEA

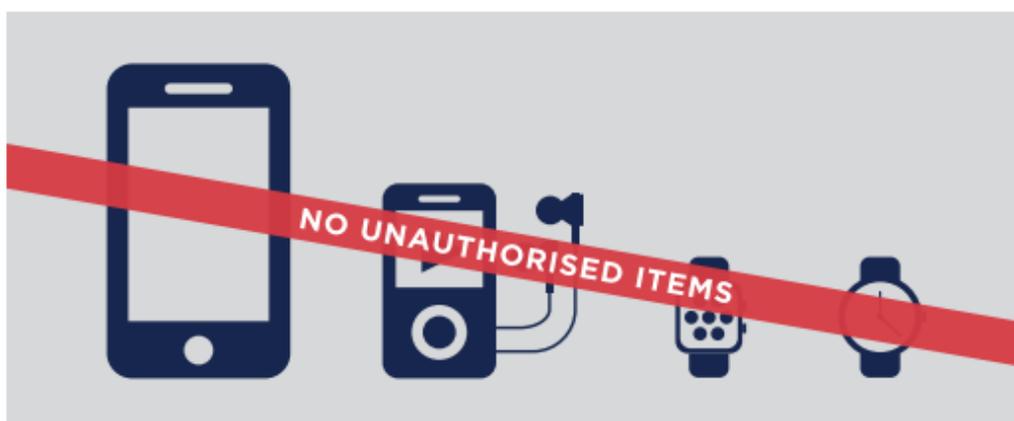
OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

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



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.

## Appendix 6 - JCQ *Warning to Candidates* poster

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



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

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 7 - Emergency Evacuation Procedure

Emergency evacuation procedure
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25, <b>Emergencies</b> )
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the Lead Invigilator
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted
Allow the candidates the remainder of the working time set for the examination once it resumes
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
Students in the <b>sports hall</b> will leave via the fire exists at the front of the hall. They will line up on the field away from the sports hall building.
Students in the <b>dance studio</b> will leave via the front door (if safe to do so, or nearest fire exit) and line up at the front of school.
Students in <b>separate rooms</b> around the academy will leave via the nearest exit and be closely supervised by the invigilator to ensure there is no contact with other students or members of staff.
Students in the <b>theatre</b> should evacuate via the fire exits leading to the front of school and line up on the grass opposite.