

Prince Henry's High School Candidate exam handbook 2017/18



This handbook is reviewed and updated annually

Produced/reviewed by

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Introduction

Prince Henry's High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ, awarding organisation instructions and information for candidates.

Purpose of the candidate exam handbook

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

Coursework/controlled assessments/non-examination assessments

- ▶ Relevant JCQ documents relating to coursework, controlled assessments and non-examination assessments are available on the examinations section of the school website. Information relating to social media is attached as appendix 3; please take the time to familiarise yourself with these documents
- ▶ Your subject teacher will inform you of the assessments required for the qualification you are completing this summer. If you are unsure, please speak to your subject teacher
- ▶ All coursework/controlled assessment and non-examination assessments must be submitted to the awarding organisation by their relevant deadlines (these vary by award and subject, please see your teacher). If the deadline is not met by a candidate a zero mark will be awarded by the awarding organisation for the specific unit
- ▶ Work is internally assessed by subject teacher(s) using a mark scheme supplied by the awarding organisation to assess the work
- ▶ Candidates are informed of their centre assessed marks before the raw marks are sent to the relevant awarding organisation; the raw mark is subject to change through moderation by the awarding organisation

Written exams

- ▶ Candidates will be issued with a statement of entry in advance of their exams (during February each year); to check that personal details and exam entries are correct

- ▶ If any information on your statement of entry is incorrect or missing please see your subject teacher in the first instance, on their advice please see the Exams office
- ▶ Candidates will receive an exam timetable in advance of examination; to ensure candidates know the date and time of all their exams/assessments, where they are sitting & which exam room
- ▶ The JCQ information for candidate' sitting external examinations are provided in this hand book as appendices – written examination Appendix 2, social media: Appendix 3, please take the time to familiarise yourself with these
- ▶ Exam room posters will be displayed outside every examination room, the information displayed in these posters must be adhered to by all candidates taking examinations, failure to do so may result in disqualification – Warning to candidates Appendix 5, Mobile Phone Appendix 4

On-screen tests

- ▶ Candidates will be supplied with an exam timetable: to ensure candidates know the date and time of all their exams/assessments, where they are sitting & which exam room
- ▶ The JCQ information for candidate's documents are provided in this hand book as appendices – written examination Appendix 2, social media: Appendix 3 and on screen test Appendix 1, please take the time to familiarise yourself with these
- ▶ Exam room posters will be displayed outside every examination room, the information displayed in these posters must be adhered to by all candidates taking examinations, failure to do so may result in disqualification – Warning to candidates Appendix 5, Mobile Phone Appendix 4

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

- ▶ All clashes will be resolved by the exams department in advance of candidates receiving their examination timetable, adhering to the following guidance from JCQ
- ▶ If a candidate is timetabled to take two or more examinations in a session and the total time is three hours or less, one of the examinations will be moved to an earlier or later time in the same session (sessions are classed as morning and afternoon)
- ▶ Candidates may have a supervised rest break between examinations of three hours or less that have clashed, of no more than twenty minutes between sessions.
- ▶ Any short breaks are to be conducted in an examination room, under formal examination conditions
- ▶ Candidates taking two or more examinations in a session and the total time is more than three hours including extra time and/or supervised rest breaks an examination may be moved to an earlier or later session (sessions are classed as morning and afternoon) within the same day

- ▶ Candidates will need to be supervised by a member of staff or invigilator between examinations, no electronic devices or revision may be undertaken between examinations
- ▶ When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than:
 - Six hours for GCE examinations (AS, A2, A-Level), including extra time and/ or supervised rest breaks: or
 - Five and a half hours for GCSE, including extra time and/ or supervised rest breaks

Candidates may be with permission from the awarding organisation, take an examination the following morning including Saturdays

Candidates cannot take an examination on an earlier day than is scheduled on the Awarding bodies timetable

Where you will take your exams

- ▶ The main exam halls are the PRH and Gym, smaller exams may be housed in the pavilion cabins
- ▶ Candidates with special arrangements may be housed in a separate room: this arrangement is authorised in advance following JCQ guidelines.
- ▶ Language listening exams maybe held in classrooms to improve acoustics

What time your exams will start and finish

- ▶ Morning exams start at 9:30am and afternoon exams at 13:30: times may vary dependant on the length of the exam, candidates need to check their personal exam timetable for time variations
- ▶ We recommend candidates to utilise all the time allocated to an exam, however if a candidate wishes to leave before the end of an exam they must remain in the exam room until 10am for a morning exam and 14:30 for an afternoon exam

Supervision during your exams

- ▶ Exams are supervised by a team of invigilators, for internal and external exams
- ▶ Invigilators are trained annually as per the guidelines from JCQ and are updated throughout the exams season
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding organisation to ensure the integrity of all exams held at the centre.

Exam conditions

- ▶ Candidates are requested to line up outside an exam room: in the main halls they need to stand in front of the letter for the row they are sitting in: this information can be found on their exam timetable

- ▶ Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- ▶ Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- ▶ Candidates must not communicate with other candidates when in the exam room
- ▶ At the front of the Exam room the centre number, title and code of the exam, along with the start and finish time will be displayed for all candidates: if you have extra time this will be displayed also
- ▶ Candidates need to ensure that the front of the answer book/ exam paper is completed with the correct legal first name, surname, centre number, candidate number and paper details; this information can be found on your personal timetable
- ▶ If additional answer sheets/answer booklets are used it must be specific to the awarding organisation- invigilators will supply this. All the details added to the initial answer booklet need to be added to any additional sheets/answer booklets
- ▶ If you have a special arrangement, invigilators will be aware and will assist you as required, however if you require something please raise your hand

Where you will sit in the exam room

- ▶ Candidates are seated in rows, all seats face the front and candidates must ensure they remain facing forward throughout
- ▶ Candidates seat numbers for all examinations will be printed on personal timetables and seating plans will be displayed in the concourse in advance of any exam

How your identity is confirmed in the exam room

- ▶ External candidates need to sign in at the main school reception with a form of photographic ID. You will then be given a visitor's lanyard that you need to show to the invigilator on arrival to the exam hall
- ▶ Candidates will be called into the exam room in order by either an invigilator or a member of the year team or senior leadership team
- ▶ A member of the year team or senior leadership team will be outside the main exam rooms to identify candidates
- ▶ Once in the exam room invigilators will ask candidates to confirm their name and complete an attendance register to confirm your presence
- ▶ On your first exam you will be issued with an ID card, please keep this with you and bring to every examination – please place the card on your desk for every exam

What equipment you need to bring to your exams

- ▶ Candidates need to ensure that they bring the correct equipment to all exams. Class teachers will prepare candidates with regards to equipment required for each exam.

- ▶ Equipment required for an exam will be listed on the front of the exam paper
- ▶ If you have forgotten any equipment listed for an external examination, please speak to an invigilator as soon as you realise
- ▶ Candidates must write in black ballpoint pen
- ▶ Eraser pens and correction fluid cannot be used for any exams
- ▶ Highlighters may be used to highlight questions but cannot be used in any answers
- ▶ Any notes or working out needs to be completed on the exam paper

Using calculators

- ▶ Candidates may use a calculator in an examination unless prohibited by the awarding organisation's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- ▶ If your calculator has a sleeve please ensure this is either removed before entering the exam hall or put on the floor when you sit down

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ 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. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

[Taken from [JCO Instructions for conducting examinations 2017-2018](#), Section 3, downloaded 2 October 2017]

What you should not bring into the exam room

- ▶ Candidates may be allowed to use resources such as bilingual translation dictionaries (supplied by the exams office) and editions of set texts as set out in the instructions on the question paper (supplied by candidates- must be blank and not annotated)
- ▶ Candidates are not permitted to take in the following items: mobile phone, watch, water bottle or pencil case that is not see-through
- ▶ If candidates have any unauthorised material in an examination; whether or not, you intend to use it. This may be considered by the relevant awarding organisation as malpractice and can result in a zero grade

- ▶ In examinations where resources are not shown on the question paper, or on the stationary list, if you take this into the examination room it can still count as malpractice

Food and drink in exam rooms

- ▶ Food is not permitted in any examination room. Where a candidate may have a special arrangement to eat during an exam, a supervised rest break will be implemented outside of the examination room
- ▶ Only water in a clear bottle is allowed in an examination room

What you should wear for your exams

- ▶ All candidates are expected to wear full school uniform to all examinations
- ▶ School rules on hair, make up and jewellery apply throughout the exam season. Anyone not conforming to the rules may be housed separately

Where your personal belongings will be stored during your exam

- ▶ We advise all candidates to refrain from bringing personal items into school during the exams season
- ▶ Mobile phones and watches can be handed into the invigilator at the entrance to the exam hall. Once these items are on your person in the exam room (whether the phone is switched on or turned off) this is classed as malpractice and can result in a zero grade for the exam paper in question and possibly all exam papers for the awarding organisation in question
- ▶ Any bags brought to an exam room will be stored outside the exam room until the end of the exam. Personal belongings left in these bags are left at your own risk

What to do if you arrive late for an exam

- ▶ A candidate who arrives late after the start of the examination may be allowed to enter the examination room and sit the exam; the full time will be allocated
- ▶ A candidate will be considered very late if they are more than 1 hour after the published starting time; 10am for a morning exam and 2:30pm for an afternoon exam
- ▶ For examinations that last less than an hour candidates will be considered very late if they arrive after the awarding organisation's finishing time for the examination.
- ▶ If candidates are late for an examination this may result in them being disqualified from the exam by the awarding organisation.
- ▶ If candidates are running late they must contact the school immediately

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

- ▶ If you are unwell when you are due to take an exam, you must make every effort to attend. You can discuss your illness before your exam by contacting the school's exams office as soon as possible; the opening times during the exams season are 8:00 – 16:30. We can discuss the options available dependant on the illness; we will accommodate students with any illness
- ▶ As a last resort and you are absent from an exam you will need to either obtain a note from your doctor or complete a self-certification form (from the exams office) to enable us to inform the relevant awarding organisation of your absence
- ▶ If you are unwell and you attend an examination you can complete a self-certification form with authorisation from the exams office; this can be submitted to the awarding organisation to compensate for a difference in your normal performance
- ▶ If you feel unwell during an exam you need to speak to an invigilator in the exam room, (by raising your hand) who will manage the situation

What happens if you have an unauthorised absence from an exam

- ▶ **Any unauthorised absence from an exam will result in a charge for the cost of the exam, this can include any exam which forms part of an overall award**
- ▶ Any unauthorised missed exams will result in a zero mark

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

- ▶ The school's examination evacuation and lockdown policies are available on the Exams section of the school's website. Please read and familiarise yourself with the procedure.
- ▶ Invigilators are fully trained for such events and will inform candidates of the procedure at the start of an examination

Candidates with access arrangements

- ▶ All Access Arrangements are applied for by the SEN lead
- ▶ The SEN lead will carry out the relevant testing to follow JCQ regulations to award varying Access Arrangements
- ▶ The exams department will arrange all seating for internal and external exams to ensure candidates' needs are met

Alleged, suspected or actual incidents of malpractice

- ▶ Instances of malpractice arise for a variety of reasons:
 - some incidents are intentional and aim to give an unfair advantage in an examination or assessment;
 - some incidents arise due to ignorance of the regulations, carelessness or forgetfulness in applying the regulations;
 - some occur as a direct result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and an exam is disrupted)

- ▶ All allegations of malpractice in relation to examinations and assessments need to be investigated. This is to protect the integrity of the qualification and to be fair to the centre and all candidates.
- ▶ Examples of candidate malpractice:
 - A breach of the instructions or advice of an invigilator, supervisor, or the awarding organisation in relation to the examination or assessment rules and regulations.
 - Failing to abide by the conditions of supervision
 - Working collaboratively with other candidates, beyond what is permitted
 - Copying from another candidate
 - Allowing work to be copied e.g. posting work on social networking sites
 - Deliberate destruction of another candidate's work
 - Disruptive behaviour in the examination room
 - Failing to report to the centre or awarding organisation the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line
 - Exchanging, obtaining, receiving, passing on information which could be examination related
 - Making a false declaration of authenticity in relation to the authorship of centre assessed work
 - Allowing others to assist in the production of centre assessed work
 - Misuse, or the attempted misuse, of examination and assessment materials and resources
 - Being in possession of confidential material in advance of the examination
 - Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts
 - The inclusion of inappropriate, offensive or obscene material in scripts or centre assessed marks
 - Pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
 - Plagiarism
 - Theft of another candidate's work
 - Bringing into the examination room or assessment situation unauthorised materials
 - Unauthorised use of a memory-stick or similar device where a candidate uses a word processor
 - Facilitating malpractice on the part of other candidates
 - Behaving in a manner so as to undermine the integrity of the examination.

Results

- ▶ Results are the property of the candidate; they must give permission to anyone else who wishes to see their results
- ▶ GCE results will be available from the Arts centre from 8am on Thursday 16th August 2018 until 12:00

- ▶ GCSE results will be available from the Arts centre from 9am on Thursday 23rd August 2018 until 13:00
- ▶ If you are unable to personally receive your results and wish to send someone on your behalf, you need to inform the exams office in writing and ask your nominated collector to provide identification on the day
- ▶ Due to data protection emailing results is restricted, if you have exhausted all other possibilities for results collection please contact the exams office before the end of the exams season (29th June 2018)
- ▶ Any results not collected on either the 16th or 23rd August 2018 will be posted to the address on the school's system
- ▶ Sixth form and Senior members of centre staff will be available on both results days and on Friday 17th August 9am-12pm and Friday 24th August 9am- 2pm in the library for consultation

Post-results services

- ▶ Full information on post results will be available in result envelopes

Certificates

- ▶ Certificates are available for collection from Late November.
- ▶ Internal candidates will receive certificates through their form tutor
- ▶ Candidates who have left will be notified via text message (please ensure we have the most up to date contact number before you leave)
- ▶ Certificates for the previous year's examinations can be collected from the main school reception
- ▶ If you are sending someone to collect your certificates for you they will need to bring identification
- ▶ Certificates must be signed for on collection
- ▶ The school will retain certificates for 5 years, after this time certificates will need to be obtained from the awarding organisations at a cost to the candidate
- ▶ lost certificates need to be obtained from the awarding organisation at a cost to the candidate, they can be contacted directly via the relevant websites
- ▶ the school does not send out or issue certificates to candidates without request; certificates can be posted at a cost to the candidate

Complaints and appeals procedure

Prince Henry's High Schools complaints and appeals procedure can be found on the exams section of the school's website.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates**For on-screen tests – 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, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • 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. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.

2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

JCQ Information for candidates – written exams

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • 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. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</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 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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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	Fill in all the details required on the front of the question paper and/or the answer booklet before 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.
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.

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JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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

Penalties that awarding bodies apply include:

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



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.

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

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

JCQ 2017 – Effective from 1 September 2017

JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that “*Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

©2017 – Effective from 1 September 2017

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. 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