

Summer 2022 Examinations

Information for Year 11 Candidates



School telephone number: 01604 740641

Information you need BEFORE THE EXAMINATIONS

Statement of Entry

All students will receive a Statement of Entry. This collates the information from all the exam boards. It shows the exams you are being entered for and the date and start time for each.

Please check the information contained on this carefully:

- Check that your **personal details** are correct (date of birth, spellings of names) as these will appear on certificates. The name on your certificates should be your legal name, not your preferred or 'known as' name.
- **The date and start time of your exams**
- All exams for which you are entered and the length of your exams
- The awarding body for the examination: AQA, Edexcel, OCR or WJEC Eduqas

Students are asked to sign for their statement of entry to confirm that their entries are complete and correct. If you think that something is wrong please check with the Exams Manager Ms Smith. The day of the exam is too late to resolve any problems!

Clash Resolutions

If you have two or more exams scheduled for the same day and time, the 'resolution' will be shown at the bottom of your school Statement of Entry.

- If it is necessary to move an exam from a morning session to an afternoon session, or vice versa, you will have to be 'screened' during the break between the exam sessions.
- This means that you will have to remain in a room (which will be notified to you) and be supervised by an invigilator at all times.
- You will be allowed to use the time to use personal notes for revision, but you may not meet with any teachers for the purpose of revision.
- You will not be allowed to be in possession of a phone during this time and are not allowed to mix with other students.
- Lunch arrangements need to be pre-planned; either bring a packed lunch or ask the invigilator to escort you to the canteen to purchase food

Contingency Day

In the unlikely event that there is national disruption to a day of examinations in summer 2022 the awarding bodies may decide to reschedule any affected examinations. Every effort will be taken to minimise disruption although it is possible that there may be more than one timetable date affected following the disruption **up to and including the contingency day on 29th June 2022**. Any decision to reschedule examinations will be made by the awarding bodies. The school must conduct the exam on the new scheduled date and the affected candidates will be expected to make themselves available in such circumstances.

Where candidates choose not to be available for the rescheduled exam(s) they will not be eligible for special consideration or enhanced grading arrangements. Candidates and their parents should take this into consideration when making plans for the summer.

Information to Candidates from the Exam Boards

Notices for candidates are issued jointly by the Exam Boards. A copy of these are at the end of this booklet. Electronic copies are available on the school's website.

All candidates must read these notices carefully and note that if you break any of the examination rules you could be disqualified from all your subjects. The school must report any breach of rules to the exam board. The exam board will decide what sanction is appropriate.

1. Warning to candidates poster

2. Unauthorised items poster

3. Information for candidates: for written examinations

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4. Information for candidates: non-examination assessments

5. Privacy notice This explains what information about exam candidates the awarding bodies collect, how they process and use it, and the official bodies they may need to share your information with (e.g. UCAS).

6. Social media information for candidates Advice about what you must not discuss or share online about examinations, coursework and non-examination assessments.

GENERAL INFORMATION

School Uniform

Students are required to wear full school uniform for all exams. Uniform will be provided for any student who does not arrive for an exam wearing the correct uniform.

Contact Numbers

In advance of the exams and in case of emergency on the morning of the exam, check that the school has your current contact numbers and in particular, your mobile number.

Equipment

It is your responsibility to make sure you have the correct equipment for your exams. It will NOT be supplied by the school.

Remember:

- Bring **black pens** (ink or ball point), pencils, rubber, sharpener, ruler and any specialist equipment such as a calculator for maths or science exams.
- Any pencil cases must be see-through. Any cases containing geometry equipment or spectacles must also be see-through.
- No gel pens, correcting pens/fluid/tape, erasable pens or blotting paper are allowed.
- Highlighter pens must not be used in answers, however they may be used to highlight questions, words or phrases within the question paper.
- **Calculators** must be:
 - of a suitable size for use on an exam desk
 - either battery or solar powered
 - free of lids, cases, covers, printed instructions or formulae.

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 exam for any reason
- have retrievable information stored in them. This includes databanks, dictionaries, mathematical formulae, text.

The candidate is responsible for:

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator's memory before you enter the exam room

Students should check with teachers in advance that their calculators meet the requirements stipulated by examination bodies.

Mobile phones, Notes, Watches

- Candidates must not take into the exam room a mobile phone, iPod, a MP3/4 player or similar device.
- Do not bring a watch into the exam room. (A clock will be visible to all candidates.)
- Do not take any notes into the exam room.
- Make sure you have no writing or pen marks on your hands, arms or anywhere else.
- 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. If you are unsure if a resource is allowed you must check with the invigilator.

Food & Drink

- You may bring a bottle of water into an exam but only if it is a clear plastic bottle with no writing on it. Labels must be removed.



- You may bring cough sweets with you if necessary (in a small clear plastic bag with any wrappers removed).
- We do require medical evidence to allow any other food or drink items to be brought into an exam room. Please see the Exams Manager Ms Smith in advance of the beginning of the exams. Wrappers and labels must be removed from any food or drinks brought into the exam room.

Bags & Coats

Bags and coats must be left outside the exam room. Whilst we endeavour to ensure your belongings remain safe whilst you are in an exam, we advise you not to bring valuables into school, and if you do so they must be handed to the invigilator before the exam begins.

Writing

Remember to write in black and that you are responsible for producing legible writing. You may use pencil for drawings and rough notes. You must write all rough work in your answer book and neatly cross it through with a single line.

Only write in the designated sections of the answer booklet. Do not draw graffiti or write offensive comments on your exam script. If you do, the exam board may refuse to accept your paper. Any graffiti may stop your answers from being scanned in properly when your script arrives at the exam board and could affect the outcome of your results.

There must be no writing, drawings or pen marks on your skin. This could be seen as an attempt to cheat and will be treated accordingly.

Exam Invigilators

The school employs exam invigilators to conduct examinations. You must follow their instructions at all times.

Invigilators supervise the conduct of the examination. They will distribute and collect the examination papers, hand out extra answer paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling unwell.

If you require assistance during an exam put up your hand and wait for the invigilator to come to you.

Remember you are under formal examination conditions from the moment you enter the exam room. **You must not talk to, attempt to communicate with or disturb other candidates.**

Candidate Numbers and Candidate Cards

Each candidate has a four digit candidate number. This number appears on your Statement of Entry and will be used in your exams at Guilsborough Academy.

At the beginning of each of exam you will be asked to write your name, candidate number and the school's centre number on your question paper/answer book. It is vital that you complete this information accurately and clearly. Failure to do so may mean your exam script cannot be identified as yours and therefore may not be marked.

There will be a candidate identification card on your exam desk giving you the information you need. These cards must not be tampered with or removed as they will be used for all your exams.

DURING THE EXAMINATIONS

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and on time.

You should arrive at least 10 minutes before the start time of your exam

For the majority of exams you should register and then assemble in the school canteen hall where you will be sent to the correct exam room by the senior management team.

You must wait outside the exam room until invited to enter by the invigilators.

Late arrivals to examinations

Candidates who arrive late for an exam must seek advice from the Exams Manager Ms Smith before entering the exam room. It may be possible to allow candidates to sit an exam which they have arrived late for, but not always to allow time beyond the published finishing time.

You should be aware that if you arrive late for an exam, a report has to be made to the Exam Board who may subsequently decide not to accept your script.

Transport Arrangements

Plan for transport difficulties: discuss in advance with your parents/carers what you should do if your bus fails to run or is late.

If a problem occurs (such as transport difficulty or other unforeseen circumstance) contact the school straight away. We may be able to help.

Whilst the exam is in progress:

- All items of equipment must be visible to the invigilators at all times.
- Remember that pens must be **black** ink or ballpoint pen. No gel pens, highlighters, correcting pens/fluid/tape or erasable pens are allowed in your answers.
- You must clear anything stored in a calculator's memory before you enter the exam room
- You are not allowed to leave an exam early, even if you have finished, so please do not ask. If you finish early use the time to re-check your answers, spelling, punctuation, grammar etc. You must remain silent and must not distract other candidates or attempt to communicate with any other candidates.
- At the end of an exam all work must be handed in, including rough work. Cross through anything you do not want marked. Remember to write your name on any additional paper you may have used and to insert any additional answer sheets inside the answer booklet.
- Invigilators will collect all scripts and question papers before you leave the room.
- Exam conditions are enforced until everyone has left the room.
- Remain seated until told to leave by the invigilator. Remember that some candidates may still be working: show consideration for them.

EMERGENCIES

If the **fire alarm** sounds during the examination, remain silent and follow the instructions of your invigilator. If evacuation is necessary, you will be escorted to a designated assembly point.

You must not communicate with anyone else during the evacuation. When you return to the exam room you will be allowed the full working time for the exam, and a report will be sent to the awarding body with full details of the incident.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness or injury) please inform your Head of Year or the Exams Manager as soon as possible to enable us to help you as best we can.
- If you are too ill to attend an examination you must collect a **self-certification form from the school** as soon as possible and take this to your doctor's surgery for signature. This must be returned to the Exams Manager for submission to the exam board.
- If you are unwell on the morning of an exam, please contact school as soon as possible. There are some arrangements that we can put in place to help in these situations. However, we do require as much notice as possible.
- If you are late for a timetabled exam you must contact the school immediately to request advice from the Exams Manager.

SPECIAL CONSIDERATION APPLICATION

If you are unwell you should seek advice from the Exams Manager (Ms Smith) regarding the possibility of the school submitting an application for special consideration to the awarding body. You must seek medical advice from your GP or practice nurse and any medical evidence we require will need to be provided promptly. You should be aware that any adjustment to marks made by the exam board is usually a very small percentage allowance.

An application for special consideration may be made to the awarding bodies if you suffer extreme circumstances (such as a family bereavement or other difficulties) in the weeks leading up to the exam period or during the exam period, which may affect your ability to prepare for or perform during the exams. We will require supporting evidence to allow us to make an application on your behalf to the awarding bodies.

The exam boards have strict deadlines for special consideration applications. Any candidate who considers they might be eligible must inform the Exams Manager as soon as possible after the affected exam(s).

AFTER THE EXAMINATIONS

RESULTS DAY

GCSE and Level 2 BTEC results will be issued on **Thursday 25th August 2022**

- Results will be available to collect between 8:30am and midday
- Senior members of staff will be in the school to offer any advice or assistance that you may need
- Results should be collected in person. If you want any other person (including family members) to collect your results on your behalf, you must inform the Exams Manager in writing before Results Day and give written permission to the person collecting results for you. The person will also need to bring photo ID (their passport or photo driving licence).
- If you would like your results posted home, please provide a stamped addressed envelope to the Exams Office before the end of the Summer term.
- Results will not be issued over the telephone.

EXAM CERTIFICATES

- Are received in school and are ready for distribution at the end of November.
- All certificates must be collected. It is not possible to post them.
- If you will be unable to collect your certificates yourself you must provide written permission to the school to allow any other person (including family members) to collect them on your behalf.

Guilsborough Academy is only obliged to retain certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate exam board. The boards will require proof of identity (such as a birth certificate or passport) and charge a substantial fee.

POST-RESULTS SERVICES

Internal appeals procedure for internally assessed marks

In accordance with JCQ guidelines, the School has an 'Examinations Appeals Policy' which explains the procedure students should follow if they wish to appeal against the marks they have been given for a non-examined assessment. Any appeal must be raised within 5 working days from the date of issue. In the first instance students should raise their concerns with both the Head of Department or subject teacher and the Exam Manager. Appeals must be made in writing using the internal appeals form available from the exam office.

Enquiries about Results

Following the issue of results Awarding Bodies make post-results services available. Full details of these services, deadlines for application and fees charged are available from the exam manager. Enquiries about results may only be placed by the school and not by the individual candidate

- Where a student is concerned about the accuracy of a mark awarded for a particular exam a review of marking or a clerical re-check may be requested via the Exams Office.
- Students should seek the advice of the relevant Head of Department or Subject Leader. Students are responsible for paying the relevant fee at the time of the application. This varies between exam boards but is about £45 (with an additional charge for a copy of the script).
- If the school does not support a student's request for a review of marking or a clerical re-check and advises against it the student may still pay the appropriate fee and proceed with the request.
- There may be exceptional circumstances when the Principal may agree to pay for a review of marking.
- The examination boards impose strict deadlines for all enquiries about results. Students with concerns should see the Exam Manager within the first week of term and in all cases before the exam boards' deadline. Details of the deadlines will be issued with your Results in August.
- **Written consent must be given before a review of marking or a clerical re-check can be requested and students must remember that marks can be deducted during the process.**
- It is not possible to request a review for non-examined assessment (coursework or controlled assessment) for an individual student.
- If you decide to request a review of marking or a clerical re-check you must complete and return a form to the Exams Manager (Ms Smith) giving permission for the review/re-check to take place. It is not possible (under any circumstances) for the review/re-check to take place without completing this form. The form must be completed and signed by the student (not their parent/carer) because sometimes exam boards deduct marks during the process and this may return a lower grade than you had originally.

Access to Scripts

Students may request a copy of their marked exam script. The fee for this service varies between exam boards. Students must sign a consent form and pay the relevant fee before a request can be made. Strict deadlines apply. Ask the Exams Manager for details.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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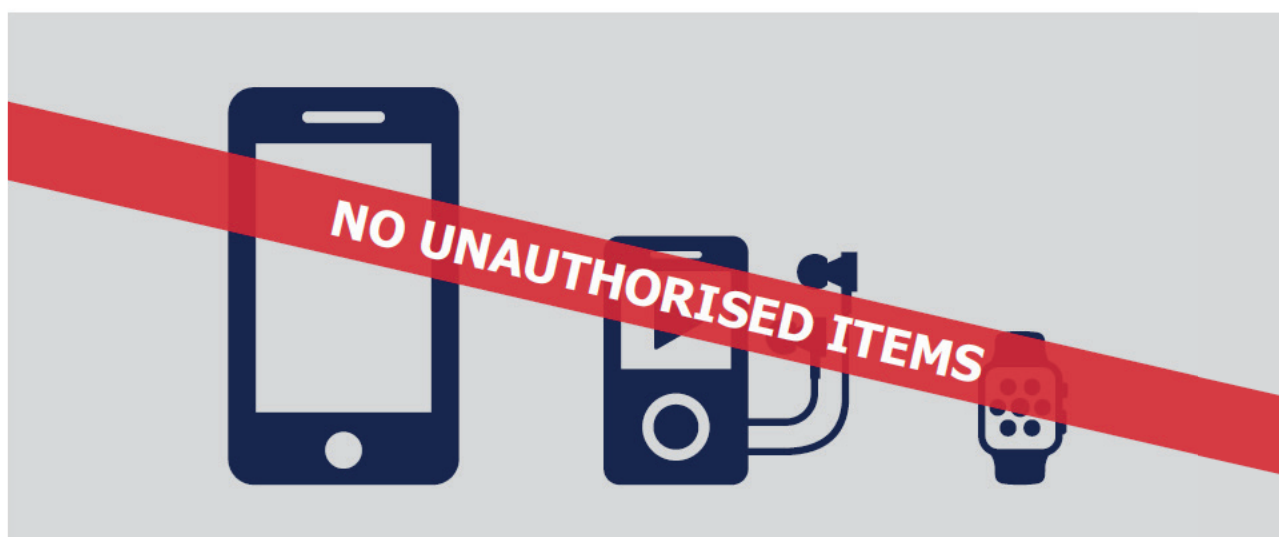
Warning to Candidates

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

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

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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



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

DISQUALIFICATION
from your examination and your overall qualification.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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This document has been written to help you.

Read it carefully and follow the instructions.

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

Preparing your work — good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

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>

