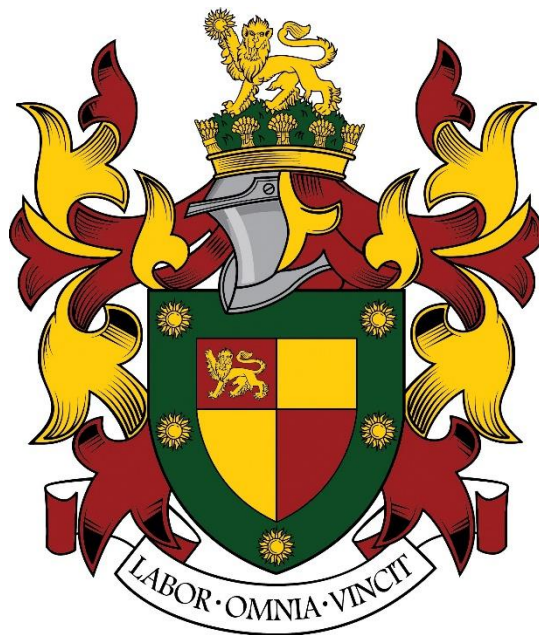


Altrincham Grammar School for Boys



**Candidate Exam Information
May 2024**

Exam briefing 2024

Preparing for the exam

- You must wear full school uniform when you attend school and overall appearance must be smart and tidy. You will only be required to attend school when you have an exam during the exam period.
- Ensure that you have the correct equipment for your exam. All pens, calculators etc must be stored in a **clear** pencil case or **clear** plastic bag. (Remember to bring mathematical instruments to Maths exams). You must write with a **black** pen; please note gel pens are not permitted for use in external exams. Have at least one spare black pen. You cannot borrow equipment from other candidates in the exam.
- The Joint Council for Qualifications (JCQ) have clear rules for the use of calculators. You must ensure that your calculator is fully charged and in the correct mode for the exam. It is your responsibility to ensure the calculator is in the correct mode before the start of the exam and the memory has been cleared. Graphical calculators are not permitted for GCSE exams.

Check your examination timetable

- Check your exam timetable regularly so that you do not miss an exam.
- Ensure your timetable is checked carefully for variations, especially if you have an exam clash.
- Morning exams will start promptly at 9.00am but you must be outside the exam room by 8.45am. Afternoon exams will start at promptly 1.30pm but you must be outside the exam room by 1.15pm. You must not enter the exam room until instructed by the invigilator.
- Most exams will take place in the Coleman Hall, Old Library and D5. Check the notice board in Reception to locate your exam room. Check the seating plan carefully and make sure you wait quietly outside the correct room and know where you are sitting. Entry to the Coleman Hall will be from the side door in the Quad.
- Bag space for exams will be very limited so only bring in what you need for the exam and if appropriate, lunch. Site staff have allocated a small room under the stairs in the English block for the storage of bags and coats for exams taking place in the Coleman Hall, this will be locked during the exam.
- If you are unsure of any examination details, please contact the Exams Office.

Unauthorised equipment

- **You must not have a mobile phone, smart watch, Airpods, earphones/earbuds or any web enabled device** in the exam room. If you are found with any of these items, **regardless of whether they are operable**, the Awarding Organisation must be informed, and you will be disqualified from the exam.
- **Wrist watches of any description must not be worn or taken into the exam room.**
- You must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- All unauthorised items must be left outside the exam room.
- If you have access to unauthorised items in the exam room this may be considered as malpractice and will be subject to penalties in accordance with the JCQ.

Before the exam

- **You must enter the exam room in silence** as once in the exam room you are under exam conditions and must not communicate in any way with other candidates until the exam is finished, all exam materials have been collected and you have left the exam room.
- The only drink allowed in the exam room is water in a **clear bottle (with any packaging removed)**. Please place the drink bottle under the table to minimise the risk of spillage.
- Food is not allowed in the exam room.

During the exam

- You are reminded that you are responsible for producing legible handwriting.

- If you complete the exam early, check through your paper carefully and then sit quietly. You will not be allowed to leave the exam room until the official end time of the exam. Please ensure that when you leave the exam room you do so in silence.
- The use of **tippex or correction fluid/pens** is not allowed during the examination. If you make a mistake just put a line through it.
- Exams are supervised by a team of invigilators. Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. You are required to comply with direction from the invigilators at all times.
- If you require a bathroom break during the exam please inform the invigilator who will call a member of the Exams Office to escort you.

At the end of the exam

- You are not allowed to leave the exam room until the exam has finished.
- Exam conditions remain in force until you have been dismissed from the exam room by the invigilator.
- It may be that when your exam has finished another carries on or that some candidates are allowed extra time, in which case you should not talk until you are well away from the exam room. Please move away from the exam room as quietly and quickly as possible.

Late arrivals

- If you are late for an examination, you must telephone the school to let them know. Reception will inform the Exams Officer.
- On arrival, inform Reception that you have arrived and Exams Office staff will accompany you to the exam room.
- The invigilator will note the reason you arrived late, including any details of special arrangements made for you to reach the centre; the actual starting and finishing times of the examination; the time you started the examination and the time you finished the examination.
- Depending on the time of arrival, please be aware that in some circumstances, the awarding body may not accept your script.

Illness

- If you are unwell and unable to attend the exam, either you or your parent/carer must telephone the school as soon as possible. You will be marked absent on the examination register.
- If you are unwell but manage to attend the exam, please inform the Exams Officer, who will ensure that the invigilators are aware and ready to help if needed.
- If you feel unwell during the exam, put your hand up and wait for an invigilator to come to you. Inform the invigilator that you feel unwell. If you need to leave the room, they will call from Exams Office staff who will escort and supervise you. You will be allowed to re-enter the exam room if you feel able to continue.
- If you were absent, or feel your performance has been compromised, you may be able to apply for special circumstances. You must supply a medical note confirming that you were unfit to sit the examination or that your performance would have been compromised. This must be obtained from your GP/hospital and passed to the Exams Officer, along with any other supporting documentation, as soon as is practicable. The school will make an application for special consideration on your behalf. The awarding body will decide if you are eligible for a percentage uplift to the score on your paper if you are eligible. The school is not informed of the level of adjustment, if any, is made. We are only informed whether or not an application has been accepted or rejected. There is no guarantee that the awarding body will accept the application.

Notification of results

- A Level results will be issued on **Thursday 15th August 2024**.
- GCSE results will be issued on **Thursday 22th August 2024**.
- A number of services are available to you following the publication of results. If you have questions about or are unhappy with your results then you may wish to use one of the **Post Results Services** (e.g. review of results, access to scripts).
- You will be issued with Post Results Services information with your examination results. This will include details on the services available to you and how to request them.

Contingency Day - Summer 2024

- The awarding bodies have designated **Wednesday 26th June 2024** as a contingency day for examinations. In addition they have also announced two further contingency afternoons on **Thursday 6th June 2024** and **Thursday 13th June 2024**.
- This means that in the event of national or local disruption to a day of examinations in summer 2024, the awarding bodies may, as a last resort, reschedule the examination to the published contingency dates.
- You should ensure you are available on these dates and be mindful of this when making plans for the summer. If you choose not to be available for a re-scheduled examination, you will **not** be eligible for enhanced grading arrangements.

Malpractice

- To maintain the integrity of qualifications, strict regulations are in place.
- Malpractice means any act or practice which is in breach of the regulations.
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments.
- You should be aware that the following also 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 (even if not requested) 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.
- The school **will** report to the awarding body immediately all cases of **suspected** or **actual** malpractice in connection with the examination.

JCQ documents

Please take the time to read and familiarise yourself with the guidance and rules from the JCQ shown on the following pages. These documents are also shown in the Pupils – External Exams section of the school website which can be accessed via the link [here](#).

You must read and be fully aware of all the information contained in these documents.

JCQ Information for Candidates – Written Exams

JCQ Information for Candidates – On-Screen Tests

JCQ Information for Candidates - Coursework

JCQ Information for Candidates – Non-Examination Assessments

JCQ Information for Candidates – Privacy Notice

JCQ Information for Candidates – Social Media

JCQ No Mobile Phones Poster

JCQ Warning to Candidates Poster

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



Information for candidates

For written examinations – effective from 1 September 2023

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, a watch, AirPods, earphones/earbuds 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 watch, the invigilator will ask you to remove it and 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 formulas; 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 of the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
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 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.

JCQ Information for Candidates – On-Screen Tests

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



Information for candidates

For on-screen tests – effective from 1 September 2023

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	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, Airpods, earphones/earbuds. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. 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.
6	If you have a watch the invigilator will ask you to remove it and hand it to them.
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	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 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. Always follow their instructions.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) 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. Do not open the question paper until you are instructed that the exam has begun.
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	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) 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	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for Candidates - Coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

This notice has been produced on behalf of:

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

Information for candidates – coursework assessments



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

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

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. You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you must take care how you use this material – you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment **must** be your own”;

“you **must not** copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called ‘referencing’. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg29).

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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005). If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for Candidates – Non-Examination Assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

This notice has been produced on behalf of:
AQA, OCR, Pearson and WJEC



Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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, pg29.

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 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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.**

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- you will be disqualified from that 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

You **must** read this notice as it contains “*Information About You and How We Use It*”



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 of 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://ceea.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, (see previous links) 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 holds. 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, (see previous links) 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 why, you can review the awarding bodies' full Privacy Notice, 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 assessment 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

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

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

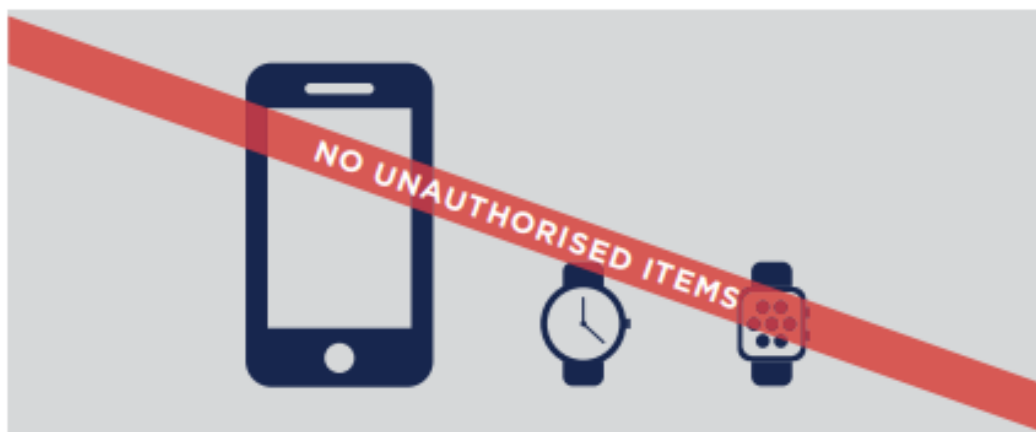
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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.

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.