



# **I & E Year Examination Handbook**

**A Guide for Students &  
Parents/Carers**

**2023 - 2024**



# I & E Year EXAMINATION HANDBOOK 2023 – 2024

## CONTENTS

	<u>Page</u>
Introduction	3
Contact Information	3
Subject Information	4
Key Dates	5
General Information	6
Entry Information	7
Exam Fees	7
Trial Exams	7
Controlled Assessments	8
Study Leave	8
Results	8
Post Results Services	9
Certificates	9
Exam Procedures and Rules	10 - 11
Exam Day Problems (FAQ)	12 – 13
<b>JCQ Information for Candidates: Written Examinations</b>	14
<b>JCQ Information for Candidates: Social Media</b>	15

**Students MUST also familiarise themselves with the following information; available to download from the College website: <https://www.freman.org.uk/student-life/exams/policies> :**

**JCQ Information for Candidates: Written Examinations**                      *see end of this booklet*  
**JCQ Information for Candidates: Social Media**                                      *see end of this booklet*  
**JCQ Information for Candidates: Non-Examination Assessments**  
**JCQ Information for Candidates: Privacy Notice**  
**JCQ: Mobile phone poster**  
**JCQ: Warning to Candidates poster**  
 Exam Room Evacuation Instructions  
 Internal Appeals Policy (re. Internal Assessments for External Qualifications)  
 Internal Appeals Procedures  
 Complaints Policy and procedures  
 Personal Data  
 Post Results Services

## INTRODUCTION

It is the aim of Freman College to make the examination experience as stress-free as possible for all students and to ensure that they are given the opportunity to perform to the best of their ability.

This handbook has been produced to help students and parents/carers understand the examination process, the strict procedures that have to be followed and what to do in the event of any problems during the exam period.

We hope that you find this useful but please contact the Exams Office at any time if you have any queries not covered by this handbook.

## CONTACT INFORMATION

### **EXAMINATIONS OFFICER**

[exams@freman.org.uk](mailto:exams@freman.org.uk)

**Michelle Bristow**      Tel: 01763 271818

**Email:** [m.bristow@freman.org.uk](mailto:m.bristow@freman.org.uk)

**Zoe Hay (Assistant)**      Tel: 01763 271818

**Email:** [zeh@freman.org.uk](mailto:zeh@freman.org.uk)

### **URGENT ENQUIRIES**

**Tel:** 01763 271818

**Email:** [admin@freman.org.uk](mailto:admin@freman.org.uk)

Please email the Exams Officer and also phone or email the College office to ensure that your message is picked up during busy periods.

### **COLLEGE WEBSITE**

**Exams:** <https://www.freman.org.uk/student-life/exams>

**Curriculum:** <http://www.fremancollege.herts.sch.uk/Year-10-11-Curriculum>

### **EXAMINATION BOARDS' WEBSITES FOR GENERAL INFORMATION**

**AQA** <http://www.aqa.org.uk/>

**Edexcel** <http://www.edexcel.com/>

**OCR** <http://www.ocr.org.uk/>

**WJEC** <http://www.wjec.co.uk/>

### **JOINT COUNCIL FOR QUALIFICATIONS**

The JCQ is a membership organisation of the major examination boards in the UK and acts as a single voice to issue strict rules and regulations and guidance on administering exams.

<http://www.jcq.org.uk/>

## SUBJECT INFORMATION

### Links to Exam boards' websites for specific qualifications:

Details of the specifications taught at Freman College are shown on the syllabus list which is on the college website.

<https://www.freman.org.uk/student-life/exams/handbook>

You can access a copy of the specification, past papers and mark schemes via the links below:

### AQA

English Language	<a href="#">AQA   GCSE   English Language   Specification at a glance</a>
English Literature	<a href="#">AQA   GCSE   English Literature   Specification at a glance</a>
Mathematics	<a href="#">AQA   GCSE   Mathematics   Specification at a glance</a>
Drama	<a href="http://www.aqa.org.uk/subjects/drama/gcse/drama-8261">http://www.aqa.org.uk/subjects/drama/gcse/drama-8261</a>
Religious Studies A	<a href="http://www.aqa.org.uk/subjects/religious-studies/gcse/religious-studies-a-8062">http://www.aqa.org.uk/subjects/religious-studies/gcse/religious-studies-a-8062</a>

### EDEXCEL (N.B. Just close down the box if you are asked for secure log-in details)

Art & Design	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/art-and-design-2016.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/art-and-design-2016.html</a>
Business	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/business-2017.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/business-2017.html</a>
D & T Resistant Materials	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/design-and-technology-2017.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/design-and-technology-2017.html</a>
French	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/french-2016.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/french-2016.html</a>
German	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/german-2016.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/german-2016.html</a>
History	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/history-2016.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/history-2016.html</a>
Photography	<a href="https://qualifications.pearson.com/en/qualifications/edexcel-gcses/art-and-design-2016.html">https://qualifications.pearson.com/en/qualifications/edexcel-gcses/art-and-design-2016.html</a>
Science(s)/Combined	<a href="http://qualifications.pearson.com/en/qualifications/edexcel-gcses/sciences-2016.html#tab-3">http://qualifications.pearson.com/en/qualifications/edexcel-gcses/sciences-2016.html#tab-3</a>

### OCR

Additional Maths	<a href="https://www.ocr.org.uk/Images/457916-specification-from-2018-.pdf">https://www.ocr.org.uk/Images/457916-specification-from-2018-.pdf</a>
Computer Science	<a href="https://www.ocr.org.uk/Images/558027-specification-gcse-computer-science-j277.pdf">https://www.ocr.org.uk/Images/558027-specification-gcse-computer-science-j277.pdf</a>
Geography B	<a href="http://www.ocr.org.uk/qualifications/gcse-geography-b-geography-for-enquiring-minds-j384-from-2016/">http://www.ocr.org.uk/qualifications/gcse-geography-b-geography-for-enquiring-minds-j384-from-2016/</a>
Music	<a href="#">GCSE (9-1) Music J536 Specification (ocr.org.uk)</a>
<b>Cambridge Nationals</b>	
Child Development	<a href="#">Cambridge Nationals - Child Development Level 1/Level 2 - J809 - OCR</a>
Creative iMedia	<a href="#">Cambridge Nationals - Creative iMedia Level 1/2 - J834 - OCR</a>
Sport Science	<a href="#">Cambridge Nationals - Sport Science Level 1/2 – J828 (ocr.org.uk)</a>
Sport Studies	<a href="#">Cambridge Nationals - Sport Studies Level 1/2 – J829 (ocr.org.uk)</a>

### WJEC

Food Preparation & Nutrition	<a href="http://www.eduqas.co.uk/qualifications/food-preparation-and-nutrition/">http://www.eduqas.co.uk/qualifications/food-preparation-and-nutrition/</a>
Latin	<a href="http://www.eduqas.co.uk/latin">http://www.eduqas.co.uk/latin</a>

## KEY DATES 2023 - 2024

<b>November</b>		Students issued with individual Mock GCSE timetable (E Year).
<b>December</b>	1	Occasional Day
	8-22	GCSE Mock written exams & study leave (E Year).
<b>January</b>	9	Mock exam results day (E Year).
		Decisions made on entries and tiers for Summer GCSE exams following Mock exam results and discussions between teachers and students (E Year).
<b>February</b>	21	Final summer GCSE entries sent to Exam Boards: All subjects (E Year).
<b>March</b>		Students issued with summer entry statements for final checking of entry details (E Year).
		Coursework to be handed in by the deadline set by teachers.
	4-8	E Year Mock exams in most subjects.
	20-28	I Year Mock exams
<b>April</b>		Students issued with final summer exam timetables and exam arrangements.
<b>May</b>	14	E Year study leave starts TBC
	9	Date of first GCSE exam on timetable.
<b>June</b>	19	Date of last GCSE/L3 exam on timetable.
	26	Exam Contingency day – All students must be available up to and including this date.
<b>August</b>	22	Results day for Summer GCSE exams
		Students whose grades do not meet the requirements for the Sixth Form or their chosen A Level courses should make an appointment with Sixth Form staff to discuss their options
		Post results service available (e.g. review of marking/return of scripts)

The final summer 2024 GCE & GCSE exam timetable can be downloaded from the college website when it becomes available.

<https://www.freman.org.uk/student-life/exams/time-table>

Dates of Art, Music and Drama assignments, MFL speaking exams will be on the College calendar when they are confirmed.

### **IMPORTANT**

**Non-Examination Assessments (NEA) will take place at different times, and at any point, throughout the E Year so it is essential that holidays are not arranged during term time.**

## GENERAL INFORMATION

**QUALIFICATIONS** can be made up of a combination of written exams, controlled assessments, portfolios and/or practical assignments.

**GCSE:** All GCSE exams are linear – i.e. they must be sat at the end of the period of study when the qualification is claimed. For the majority of subjects, this will be in the summer of the **E Year** although there may be earlier entries for some students or subjects.

For assessment purposes some subjects are divided into tiers - higher or foundation. In subjects where this applies, students are entered for the tier most suitable for their ability and this will usually be decided following the results of mock examinations.

**CAMBRIDGE NATIONALS:** These consist of internal assignments and external exams, set throughout the I Year and E Year, and written exams. Results are graded as **D** Distinction, **M** Merit or **P** Pass - equivalent to GCSE grades 9-4.

**E Year Non-EXAMINATION ASSESSMENTS (NEA):** These will be taking place, for all applicable subjects, during lessons throughout the academic year and so **it is essential that holidays are not arranged during term-time**. It may not be possible to re-arrange a controlled assessment which would result in a student getting zero marks for that unit.

### **SYLLABUS LIST and COURSE DETAILS:**

A detailed syllabus list is available on the **Exams** page of the college website giving details of exam boards, specifications and a breakdown of the individual units contributing to the qualification in each subject.

Further details of the specifications, and past papers, can be found on the exam boards' websites using the links at the front of this handbook.

Full course details, learning guides, revision booklets and support for parents can also be found on the **Curriculum** section of the college website.

## ENTRY INFORMATION

### PROVISIONAL EXTERNAL EXAM TIMETABLES

- You will be issued with your entry information by tutors during registration and your parents/carers will be notified of this via parentmail.
- You **must** check carefully that your list of subjects and tiers are as expected - any discrepancies must be discussed immediately with subject teachers and the Exams Officer.
- **Personal details** (spelling of names, date of birth) **must be correct** and correspond with those on your birth certificate as this is the information that will appear on your certificates.
- Your **legal name**, not preferred name, will be used for exam entries and this is the name you **must write** on all **exam papers**. If your name has been changed by deed poll, you must send in proof to the college office so that the exam boards can be notified before your certificates are printed. If you are planning on changing your name, please let the Exams office know, as you may be able to use your new name before changing it legally.

### TIMETABLES

- A copy of the college timetable for Summer 2024 exams is available on the college website.
- Nearer the time, you will be issued with a final individual timetable showing your specific exam details with date, time and duration of exams. **It is your responsibility to ensure that you use the most up to date version of your individual timetable if changes are made to your entries** - you may be entered for/ withdrawn from an exam or had your tier of entry changed. The date it was printed will show on the bottom of your timetable.
- Some students may have a timetable clash with more than one exam timetabled at the same time. Special arrangements will be made, involving supervision between exams, and these will be shown on your timetable. Two exams in the same subject do not count as a clash.

### CENTRE and CANDIDATE NUMBERS

- You are required to write the following information on all of your exam scripts:
  - Centre No: **17219**
  - Personal Candidate No (or Exam Number)
- Your candidate number will appear on your entry information and there will also be an ID card on your desk showing this – please memorise.

## EXAM FEES

- The College will pay for all first time entries.
- **You** will be required to pay the exam fee if you:
  - fail to turn up for an exam.
  - fail to complete a controlled assessment
  - fail to hand in coursework before the deadline
  - drop a subject after exam entries have been submitted and it is too late to receive a refund from the exam board

## MOCK EXAMS

- Mock exams will be carried out under exam conditions.
- It is important for you to do your best in these exams:
  - Tiers for final GCSE entries will be determined by the result of the mock exams.
  - Your mock exam result may affect decisions on subject choices in the Sixth Form.
- If you miss a mock exam due to illness, you must re-sit this within the mock exam period unless you are still unwell and it has been agreed otherwise.

## NON-EXAMINATION ASSESSMENTS (NEA)

- Non-Examination Assessments can account for up to 50% of a qualification.
- Assessments will take place at different times, and at any point, throughout the E Year and so it is essential that holidays are not arranged during term time.
- Further details about non-examination assessments are in the Course Information Booklet on the Curriculum page of the college website.
- You **must** familiarise yourself with the JCQ 'Information for Candidates: Non-Examination Assessments' – available on the College website. Particular attention is drawn to the section on plagiarism and referencing.
- You will be required to sign an authentication statement to accompany your work confirming that it is your own work and you have read and followed these regulations.

## STUDY LEAVE

### E YEAR STUDY LEAVE

- TRIAL EXAMS
  - Monday 8<sup>th</sup> December – Friday 22<sup>th</sup> December 2023.
  - Monday 4<sup>th</sup> March – Friday 8<sup>th</sup> March 2024
- SUMMER EXAMS
  - Study Leave 14<sup>th</sup> May 2023 after Leaver's Assembly. TBC

### REGISTRATION

- You do not need to go to registration or sign out whilst on study leave **if** you just come in for your exam – we will know when you are in an exam - **however**;
- if you are in College **at any other time** (i.e. staying in College after an exam or coming in for revision) you **must sign both –in and -out** in the **dining area** otherwise we will assume that you are leaving the site straight away.
- **For Health and Safety reasons, we need to know who is in college if there is an emergency.**

## RESULTS

### E YEAR

- You will be emailed your Summer GCSE results from **8:00 am on Thursday 22<sup>nd</sup> August** Results will not be given over the phone.
- If you do not meet the entry requirements for your chosen course in the Sixth Form (as set out in the Sixth Form Brochure), you should contact the Sixth Form team on **Thursday 22<sup>nd</sup> August** to discuss your options.

## POST RESULTS SERVICES

If you are unhappy with a result you should see your subject teacher and/or the Exams Officer immediately to discuss the following services which may be available:

### ACCESS TO SCRIPTS (ATS) SERVICE

Certain scripts can be returned on request to:

- help you understand where marks were obtained or lost.
- help you prepare for a GCSE Maths or English re-sit if you have not achieved a Grade 4 or above.

### REVIEW OF RESULTS (RoR)

If you are unhappy with a grade or very close to the next grade you can challenge the marking:

- This is for written papers only, coursework or non-examination assessments cannot be reviewed.
- Your written consent is required for a review of marking to show that you understand that your mark and subject grade may be raised, lowered, or remain unchanged.

Full details and deadlines for PRS services will be on the Freman College website.

**THERE IS A FEE FOR POST RESULTS SERVICES, PAYABLE AT THE TIME OF REQUEST.**

## CERTIFICATES

GCSE certificates will be available for collection from the college office from the middle of November. The Exams page of the College website will be updated as soon as they become available.

- 6<sup>th</sup> Formers will be given a date to collect them during the lunch-break.
- Leavers can:
  - Collect them from reception.
  - Nominate someone to collect them on their behalf (including siblings still attending college).
  - Arrange for them to be sent by recorded delivery by confirming address and sending in £2.50 to cover postage – ideally arranging this before you leave in the summer.

**It is very important that you look after your certificates carefully – you WILL be asked to provide them when applying to college or for job.**

Uncollected certificates will only be retained securely for twelve months after which time the College is allowed to dispose of them. Due to storage limitations they will not be kept indefinitely.

The awarding bodies will not replace certificates that have been lost or damaged. You would have to apply to each exam board for a Certifying Statement of Results – there is a charge for this, approximately £50 per certificate for **each** exam board.

## EXAM PROCEDURES AND RULES

### BEFORE THE EXAMINATIONS

#### TIMETABLING:

- **It is your responsibility to check your timetable carefully.**
- Ensure that you use the most up to date version of your individual timetable if changes have been made to your entries.
- Check that arrangements for timetable clashes are shown.
- You may need to make your own **lunch arrangements** if afternoon exams clash with the College lunch break or you have a timetable clash with supervision between exams.
- Check the **finish time** of your afternoon exams - you may have to **organise transport home** if it does not finish in time for you to catch the school buses.
- See the Exams Officer immediately if you have any queries.

#### EXAM ROOMS:

- Exam room information will be displayed on the exam notice board at the back of the Hall and will be posted on the exams page of the college website. Internal exams will usually take place in the main Hall. The majority of summer GCSE exams will take place in the Sports Hall with special arrangements in the classrooms above.

#### RULES AND REGULATIONS:

- **You must** familiarise yourself with both the College rules and full JCQ regulations, produced on behalf of the Exam Boards - **failure to comply may lead to disqualification.**
- These are available on the exams page of the college website:  
**JCQ Information for Candidates:** Written Examinations, Non-Examination Assessments, Internet.

### DURING THE EXAMINATIONS

#### REGISTRATION:

You do not need to go to registration or sign out whilst on study leave **if** you just come in for your exam – we will know when you are in an exam - however;

- If you are in College **at any other time** (i.e. staying in College after an exam or coming in for revision) you **must sign both -in and -out** in the **dining area** otherwise we will assume that you are leaving the site straight away.
- **We need to know who is in College if there is an emergency.**

#### START TIMES: Exams will start promptly:

- You must assemble outside the exam room, in candidate number order, **at least 10 minutes before** the start time indicated on your timetable.
- Occasionally special arrangements have to be put in place and an exam may have to **start early** - always check timetable and notices.

#### LATENESS: Correct attendance is **your** responsibility:

- If you arrive more than half an hour after the start time you will not normally be allowed to take the exam and the examination board might not accept your work.

**EQUIPMENT:** It is advisable to bring correct equipment for each paper (ask your subject teacher if unsure), however filled pencil cases are also provided by the College (these **DO NOT** contain calculators):

- See-through pencil case or bag.
- HB pencils, pens, ruler, rubber, mathematical instruments.
- **Only black ink** must be used (**not blue**, red or green). Erasable pens are not permitted.
- Calculators permitted in some exams (must be **de-programmed** and **must not** be in cases).
- Correcting pens, fluid or tape or pale-coloured gel pens **not** allowed.
- Highlighter pens **must not** be used in your **answers** although you may use them to highlight questions, words or phrases in the question paper and resource material.
- Dictionaries **not** allowed unless you are told otherwise.
- Spare equipment **cannot** be provided by the College, other than in an emergency, and you **may not** borrow from another candidate during an exam.

#### **GENERAL PROCEDURES AND RULES:**

- **Mobile phones, MP3/4 players, iPods, Wristwatches, Smartwatches or any similar electronic/digital device which have data storage MUST NOT BE BROUGHT INTO THE EXAM ROOM under any circumstances – you may be disqualified from all of your exams if any of these items are found in your possession, even if switched off.**
- **Silence** must be observed **at all times** in the exam room – on entering and leaving as well as during the exam.
- You **must not communicate with, disturb or distract** any other candidate.
- If you **cheat or misbehave** in any way you may be **disqualified** from **ALL** your examinations.
- Bags, books, coats etc. must be left outside the exam room. **You** are responsible for their security.
- Water is allowed and should be in a clear, plastic bottle - **label must be removed**.
- Food is **not** allowed (unless for medical reasons and arranged in advance with Exams Officer).
- You must not have any **writing** on your hands/arms etc., even if written during the exam.
- **Listen carefully** to all instructions given before each exam.
- **Check** you are in the correct seat and have the correct paper and tier.
- Read instructions and questions carefully.
- Do not draw graffiti or write unrelated comments on your exam paper – if you do the exam board may refuse to mark your paper.
- If the **fire alarm** sounds you will be told what to do by the invigilator. You will be allowed the full time to complete the exam as long as you have remained silent and not communicated with anyone.
- Hand all work in at the end – make sure you have **numbered your answers** clearly and **written your name and candidate number** on the **answer booklet and any additional sheets**.
- **If you need anything, feel unwell or are disturbed during your exam, you must tell the invigilator, or ask to see the Exams Officer, at the time – you should not wait** until the exam is over as it may be too late to do anything.
- You will not be allowed to leave before the end of the exam.

## EXAM DAY PROBLEMS (FAQ)

### 1. COLLEGE IS CLOSED due to bad weather, heating/power failure etc.

The exam will still take place as it is not possible to change the date or time of the exam.

- Look out for notices / instructions on the college website.
- Come to College at the correct time if at all possible – the rules for lateness still apply.
- Make sure you dress warmly – if appropriate.

### 2. LATENESS (e.g. bus didn't turn up, student misread timetable)

Phone the College as soon as you realise there is a problem.

- If you arrive more than half an hour after the official start time you may not be allowed to take the exam.
- A report would have to be submitted to the exam board for their consideration and **your work may not be accepted**.

### 3. MISSED EXAM (e.g. illness, injury, bereavement, domestic crisis)

- Notify the College as soon as possible.
- **Check** with the Exams Officer as to what **evidence** is required to send to the exam board.

In exceptional circumstances, if there is a **genuine** reason for missing the exam;

- An application for partial absence can be sent to the exam board together with **written evidence/medical certificate** explaining the absence.
- The exam board **may** award an overall GCSE grade if a sufficient number of assessments have been completed.

If there is **not** a genuine reason for absence, an overall GCSE grade would not be awarded.

Failure to provide written evidence in all cases will result in you having to pay for the examination entry yourself.

### 4. ILLNESS

- **Not well enough to attend College:**
  - See 'missed exam' above.
  - Generally, a doctor's certificate must be provided for **final GCSE exams** in order to apply for partial absence.
  - In some cases you may not need to obtain a letter from the doctor. Check with the Exams Officer as it may be sufficient to complete the Self-Certification Form which can be downloaded from the website.

- **Feels unwell but is still able to sit an exam:**
  - Phone or see the Exams Officer **in good time** so that special arrangements can be made if necessary e.g. separate room, rest breaks.
  - A Special Consideration application can be sent to the exam board. \*\*
- **Becomes unwell during the exam:**
  - You should **immediately** inform the invigilator who will note the time you stopped working and offer a supervised, timed rest break.

**Able to continue:**

- You must remain under supervision and special arrangements will be made if necessary e.g. separate room, further rest breaks.
- You will be allowed the full time to complete the exam.
- A Special Consideration application can be sent to the exam board. \*\*

**Not able to continue:**

- Even if you are too unwell to continue, you must still remain under **supervision** until one hour after the published starting time of the exam.
- A Special Consideration application can be sent to the exam board. \*\*

## 5. BEREAVEMENT OR DOMESTIC CRISIS

- **Missed exam or sat exam but disadvantaged**
  - Send in a covering letter explaining the circumstances.
  - A Special Consideration/Partial Absence application can be sent to the exam board. \*\*

## 6. INJURY

- If you are well enough to attend College, certain arrangements can be made to enable you to take the exam e.g.:
  - Use of laptop and/or scribe if unable to write.
  - Separate exam room and invigilation.
  - Extra time and/or supervised rest breaks.

**It is essential that you notify College as soon as possible** to give sufficient time for any special arrangements to be put in place:

- Send an email to the Exams Officer and the College office **immediately**.
- Follow up with a phone call as soon as the College is open.

## 7. SPECIAL CONSIDERATION \*\*

**Please note** that, if a Special Consideration application is accepted, the exam boards are unlikely to enhance a mark by more than 1 or 2% of the total mark achieved by the candidate. In exceptional cases the highest adjustment may be up to 5% but no feedback is ever provided by the exam board.

## 8. LONG TERM ILLNESS OR PROBLEMS AFFECTING EXAMS

**Please contact the Head of House, SENCO or Exams Officer with any concerns regarding long term illness or problems which may affect a student's performance in exams. Certain arrangements can be put into place to help where**



Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

### Written examinations

With effect from 1 September 2023

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 or 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 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. **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, 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## 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>



JCQ 2021 – Effective from September 2021