

# Jack Hunt School Exam Candidate Handbook

## 2022/23

This handbook is reviewed and updated annually

**Produced/reviewed by**

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## Introduction

Jack Hunt School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the school and are made aware of the required JCQ (Joint Council of Qualifications) and awarding body instructions and information for candidates.

All candidates who are sitting external exams at Jack Hunt School have a responsibility to make themselves aware of the contents of this handbook and any relevant documents referred to within. The rules, regulations and guidelines must be followed. These rules are also followed for PPE (Pre-Public Entry) exams during the school year in order to simulate an actual exam environment.

## Purpose of the Candidate Exam Handbook

This handbook has been produced to provide important information to candidates taking external exams at Jack Hunt School. Its purpose is:

- To complement the candidate briefing session in tutor time
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any exam-related policies/procedures that are available on the school's website or virtual learning environment

## Written Exams

You will receive your final candidate exam timetable in March/April 2023 which will show full details of each exam/assessment you have. This will include the date and time of each exam, the exam room and the seat number. Please check the timetable carefully and keep it safe.

Written exams are timetabled from 15 May – 28 June 2023. Wednesday 28 June has been designated by the awarding bodies as a contingency day for exams. You must remain available until 28 June in case an awarding body needs to invoke its contingency plan.

If you have any queries please see Mrs Paice in the Exams Office.

Please see the *JCQ Information for Candidates Written Exams* (Appendix 1)

## On-screen Tests

For information regarding on-screen tests please see the *JCQ Information for Candidates for On Screen Tests* (Appendix 2)

## Coursework and Non-Examination Assessments (NEA)

Information, timescales and deadlines for any coursework or non-examination assessment for the courses you are studying will be provided to you by your subject teachers.

For clarification: *coursework* relates to Cambridge Nationals; *non-examination assessment* relates to GCE A Level and GCSE specifications.

For more information about rules and regulations please see the following documents:

- *JCQ Information for Candidates – Coursework* (Appendix 4)
- *JCQ Information for Candidates – Non-Examination Assessments* (Appendix 3)

## Exam Clash – where two or more exam papers timetabled at the same time

An exam clash is where a candidate has two or more exams timetabled at the same time. In this situation the candidate must be kept under supervision at school at all times during any breaks between exams.

Where the total exam time does not exceed three hours in one session, exams will be taken back-to-back with a supervised break, no longer than 20 minutes, under exam conditions in the exam room between papers.

Where the total exam time exceeds three hours, the candidate will take the first exam as normal and will be supervised before taking the second exam in the next session. During this supervised break the candidate will be able to eat, drink and revise. However, they will not be allowed access to mobile phones, electronic devices or the internet, or have contact with anyone who has sat the exam.

In rare circumstances a candidate may need to be isolated and supervised overnight to resolve an exam clash. This will only happen in exceptional circumstances and as a last resort. In this instance the candidate and their parents/guardian would be fully informed of the rules of the situation in advance of the exams taking place.

## Where you will take your exams

We hold exams in the Sports Hall and Main Hall. We also use smaller rooms around the school for candidates with access arrangements who have one-to-one invigilation. On-screen tests are held in the IT suite. You will usually sit your exams in the same room(s) where you sat internal PPE exams.

## What time your exams will start and finish

In most cases external exams will start at 9am and 1pm. Finish times will vary depending on the length of the exam. Please arrive at the exam room at least 10 minutes before the start of the exam.

## Supervision during your exams

Jack Hunt School employs external invigilators to conduct and supervise exams. They must follow strict rules and regulations when conducting exams. Exam rules apply to every school and college in the country and checks are made to ensure the rules are followed.

Invigilators will start and finish the exam and supervise candidates during the exam. They will deal with any problems that occur during the exam, however are not allowed to help you with the exam paper or any of the questions.

You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Subject teachers are not allowed in the exam room but a member of Senior Leadership Team (SLT) might be present at the beginning of the exam.

## Exam Conditions

You will be under exam conditions from the moment you enter the room until you leave the room at the end of the exam. **You must not communicate in any way with other candidates.** This includes talking, smiling, signalling, waving, gesturing, looking around the room at each other, passing notes.

You must listen to, and follow, the instructions of the invigilator at all times in the exam room.

The centre number, start and finish times will be displayed in the room.

When told to by the invigilator you must complete the information required on the front of the exam answer booklet – correct legal first name, legal surname, centre number, candidate number and exam paper details. If you use additional answer sheets or booklets ensure these details are written on them too. **DO NOT start writing anything on the answer booklet until told to do so by the invigilator.** If you do so this can be reported as malpractice.

At the end of the exam you will be told to stop writing and must do so immediately. Remember – you are still under exam conditions until you leave the room. You must not take any exam stationery with you out of the exam room, including question papers, answer booklets and rough work.

## Where you will sit in the exam room

Your final exam timetable will tell you your seat number for each exam. Seating plans are also displayed outside the exam rooms on the day of the exam and on the exam noticeboard outside the old canteen. The exam rooms are set up clearly to help you find your seat but if you need help finding the right seat, speak to an invigilator.

When you find your seat your exam desk will have an exam card showing your name, candidate number, exam date, time and subject. Please check this when you sit down to ensure you are in the right seat and the right exam. If you are unsure, speak to an invigilator.

## What equipment you need to bring to your exams

- For all exams you will need at least two black pens (black ink only, no gel pens)
- For some exams you will need HB pencils, a ruler, pencil sharpener, rubber, compass, protractor, calculator (see below), coloured pencil crayons
- Any pencil cases must be see-through

Your subject teachers will let you know if you need any specific equipment for an exam.

You are responsible for providing your own equipment for exams, you must not borrow anything from another candidate during the exam.

For more details of what to bring to an exam please see the *JCQ Information for Candidates for Written Examinations* (Appendix 1)

## Using Calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.”

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;*</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>○ the calculator’s power supply;</li><li>○ the calculator’s working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

## What you should not bring into the exam room

Examination regulations are very strict regarding items that are allowed into the exam room (see *Information to Candidates*, Appendix 1 & 2). You must not have access to items other than those stated in the instructions on the question paper.

Potential technological/web enable sources of information are not permitted. This includes:

- Mobile phones
- iPods
- MP3/4 players or similar device
- Smartwatches and wrist watches which have a data storage device
- iPads
- Headphones

Ideally, all unauthorised items, such a mobile phones, should not be brought into the exam room. However, if they are, they **must be turned off** and placed out of reach, such as at the front of the room. Make sure you double check all your pockets to ensure you don't have your phone. If you are found in possession of your phone, even if it is switched off, you could be disqualified.

**All watches**, including Smartwatches and watches with data storage device, must be removed and placed out of reach.

If you have access to any unauthorised items in the exam room, including mobile phones even if turned off, this must be reported to the awarding body and may be considered as malpractice – this means you could lose marks, be disqualified from the specific paper or be disqualified from the entire subject or even all your subjects.

## Food and drink in exam rooms

No food, including sweets, is allowed into the exam rooms. You may bring a bottle of water but this must be in a clear plastic bottle with no printing and the label removed. Other drinks are not allowed.

## What you should wear for your exams

Full school uniform must be worn by all students for examinations, and normal school regulations apply to uniform, hair, jewellery, make up etc.

## **Where your personal belongings will be stored during your exam**

You will be told by invigilators where to put your personal belongings, such as bags and coats, in the exam room. They must be put away from you and cannot be accessed during the exam.

Mobile phones, iPads and all watches (including smart watches and watches with data storage device) must either not be brought into the exam room or turned off and kept in bags out of reach and away from the exam desks.

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

Please arrive at least 10 minutes before the start of the exam. If you are late you may still be admitted and allowed to sit the exam. However, if you arrive over an hour after the start of the exam this must be reported to the awarding body and it might not accept your exam script.

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

If you are unwell on the day of the exam please inform school as soon as possible so we can help or advise you. If you have had an accident or injury which means you cannot write then it may be possible to use a word processor or to have someone as a scribe who writes your answers but we will need as much notice as possible.

If you feel ill during the exam put up your hand and an invigilator will help you. Wherever possible we will try to ensure you can complete the exam. Let the invigilator know if you think that feeling ill may have affected your performance.

In cases of illness during the exam, it might be appropriate to apply for Special Consideration after the exam. This is a post-exam adjustment to a mark where a temporary illness or temporary injury has had an effect on your ability to take an exam. If a special consideration request is made you may need to obtain medical evidence from your GP or hospital. All special consideration requests are made by the Exams Manager.

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

You are responsible for knowing and remembering when and where your exams are and making sure you turn up on time. When you receive your exam timetable please keep it safe.

If you do not turn up to an exam, we will do our best to find out why, including by calling home.

If you experience difficulties during the examination period, such as illness, injury or personal problems, please inform the school as soon as possible so we can help or advise you.

Only in exceptional circumstances can a special consideration request be made for absence from any part of an exam.

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

If the fire alarm sounds during an examination, the invigilators will tell you what to do so please follow their instructions. DO NOT PANIC. If you have to evacuate you will be asked to leave in silence and will be taken to a designated assembly point. You must not communicate with anyone else during the evacuation. On return to the exam room you will be able to continue the exam under the invigilator's instructions. A report will be sent to the awarding body detailing the incident.

## Candidates with access arrangements

Access arrangements are adjustments that allow candidates with special educational needs, disabilities or temporary injuries to access the exam. Examples of access arrangements include being given extra time, having a reader or scribe, having a signer or using a word processor to type exam answers rather than handwrite.

Access arrangements are assessed and applied for by our Learning Support department. Candidates who are entitled to access arrangements will usually sit exams in separate rooms, either on a one-to-one basis with an invigilator or in a computer room or a smaller classroom.

Learning Support will inform you of any access arrangements you are entitled to and will work with you to ensure they work best for you. If you are entitled to access arrangements please see the *Candidate Handbook Supplement – Access Arrangements* for more specific details.

## Social Media

Social media can be a valuable source of information and way of sharing. However, when it comes to exams and assessments there are limits to the amount of information you can share and you need to be careful not to break the rules – see Appendix 6 (page 21) for information on using social media.

The exam awarding bodies and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.

## Alleged, suspected or actual incidents of malpractice

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Examples of what constitutes malpractice include:

- cheating

- bringing notes or study guides into the exam room
- being in possession of a mobile phone or similar electronic device, even if turned off
- disruptive behaviour
- communicating or attempting to communicate with another candidate – talking or written
- copying from another candidate
- leaving the exam room early and unsupervised during core exam time

As an exam centre, we have to report all instances of malpractice or suspected malpractice and instances can result in severe penalties, such as loss of marks or disqualification from a subject.

Appendix 9 gives a table of malpractice offences and associated penalties.

## Results

Exam results will be available to collect from school on the following dates:

- **GCE A Level: Thursday 17 August 2023**
- **GCSE: Thursday 24 August 2023**

You will need to come into school to collect them in person as you will need to sign for them. School opening times for results days will be confirmed by the end of the summer term.

Senior staff will be available in school on results days if you need any advice once you have received your results.

If you cannot attend results day you have two options:

- Another person can collect your results on your behalf, including family members. To do this you will need to provide written authorisation to the Exams Manager in school **before** results day, giving permission for a named person to collect your results.
- You can provide a stamped addressed envelope, to the Exams Manager **before** results day, and your results will be posted to you on results day.

**Results WILL NOT be given out by telephone or email.**

## Post-results services

If you are not happy with your results, the following post-results services are available for a fee:

- Access to Scripts – a copy of the script is requested
- Clerical re-check – includes checking all parts of script have been marked and totals of marks are correct
- Review of Marking – the marking of a script is reviewed to ensure the mark scheme has been applied correctly (**Please note: this is not a re-marking of the script**)

It is important to understand that with a review of marking the mark can go down as well as up or stay the same. Your written consent (signature) is required for all post-results services. There is a fee for post results services. If you make a request for a review then you must pay for the service(s) required. If the outcome is a higher grade then a refund will be given.

For requests made by the subject department on behalf of a candidate then the school will cover any cost.

All post-results service requests must be made through the Exams Manager and any fee must be paid before the request can be processed. A 'Review of Results' form is available from the Exams Office which gives details of deadlines for services. These forms will also be available on results days.

## Certificates

Exam certificates from the awarding bodies are received in school during the autumn term 2023.

Certificates will be available to collect from school in January 2024. You must collect, and sign for, certificates in person. If you want someone else to collect certificates on your behalf, you must provide written authorisation. We are only obliged to keep certificates for one year so please collect them as soon as possible once they are available.

If you continue at Jack Hunt School into year 12 you will receive your certificates at a year 12 GCSE certificate assembly in the spring term.

It is important to collect your certificates as you may require them for job or further education applications. Please keep your certificates safe as replacements copies can be very expensive to obtain from the awarding bodies.

## Internal appeals procedures

At Jack Hunt School we have procedures in place for appealing against centre assessed marks for coursework and non-examination assessment. We also have procedures in place if you wish to appeal against a decision not to support a review of results.

For more information and details, please see the *Examination Internal Appeals Procedure* which is available from the Exams Manager.

Please also see the *Complaints and Appeals Procedure for Exams*.

## For more information

The [exam page](#) on the school's website includes all the JCQ Information for Candidates documents, some of which are also included in the Appendices. Please take time to read this important information.

## JCQ Information for candidates – written exams

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

### Information for candidates

#### For written examinations – effective from 1 September 2022

**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:
  - notes;
  - an iPad, 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 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:
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

#### D Instructions during the exam

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once if:
  - you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **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 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:
  - you have a problem and are in doubt about what you should do;
  - you do not feel well;
  - you need more paper.
- 3 **You must not** ask for, and will not be given, any explanation of the questions.

#### F At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

**JCQ Information for candidates – on-screen tests**

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

**Information for candidates****For on-screen tests – effective from 1 September 2022**

**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:
  - notes;
  - an iPad, iPod, a mobile phone, a MP3/4 player or similar device, or a watch.
 Unless you are told otherwise, you **must not** have access to:
  - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
  - pre-prepared templates.**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 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:
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - **do not** bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

**D Instructions during the on-screen test**

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once if:
  - you have been entered for the wrong on-screen test;
  - the on-screen test is in another candidate's name;
  - you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **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:
  - you have a problem with your computer and are in doubt about what you should do;
  - you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

**F At the end of the on-screen test**

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **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 – non-examination assessments

You **must** read this information if you are undertaking any GCE A Level & GCSE qualifications that contain elements 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 or lecturer.

#### **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 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.

#### **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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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 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**

## JCQ Information for candidates - coursework

You **must** read this information if you are undertaking an OCR Cambridge National qualification.

**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 or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework 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”.**

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, pg.29).

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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You must also include 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 or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### 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, 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, 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 essays from on-line essay banks — 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 – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

**Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

#### 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 [http://ccea.org.uk/legal/privacy\\_policy](http://ccea.org.uk/legal/privacy_policy)
- 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://www.pearson.com/corporate/privacy-notice.html>
- WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

##### 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 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, 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members)

### **Please note**

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

## JCQ Information for candidates – social media

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

### Information for candidates

#### Using social media and examinations/assessments

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

**Please read it carefully.**

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

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

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

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (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.

**You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: 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.

**JCQ No Unauthorised Items poster**

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

AQA

City &amp; Guilds

CCEA

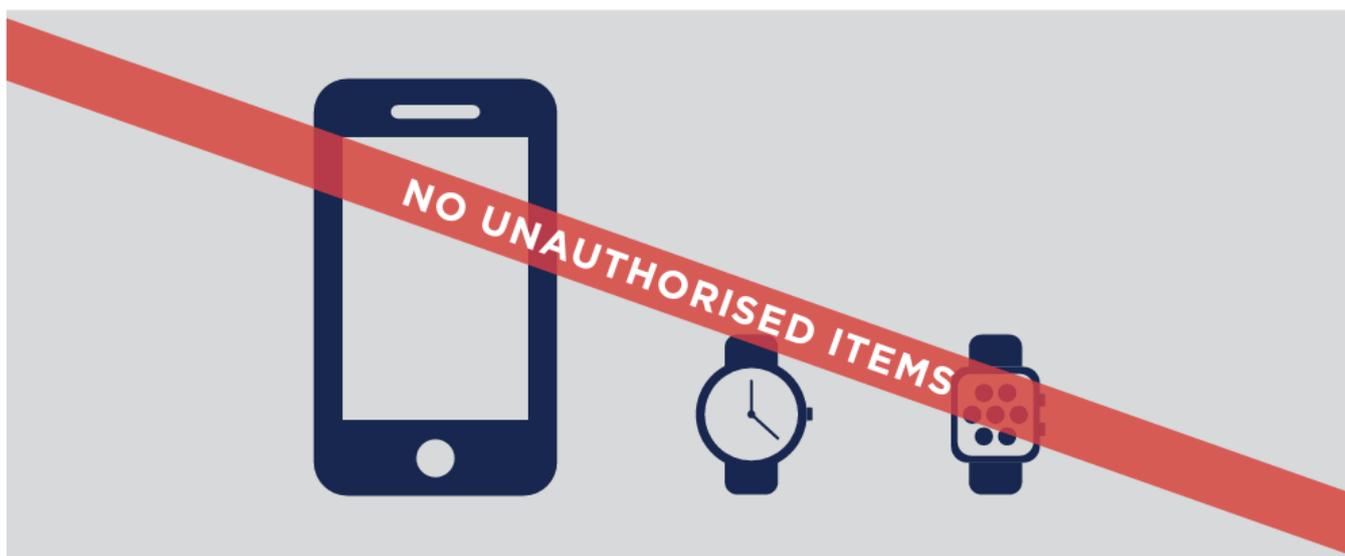
OCR

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.**

**JCQ *Warning to Candidates* poster**

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

AQA

City &amp; Guilds CCEA

OCR

Pearson

WJEC

## **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.**

## JCQ Malpractice Offences and Penalties

### Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
<b>Introduction of unauthorised material into the examination room, for example:</b>			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone, Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
Watches (not Smartwatches)	In candidate's possession		
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
<b>Breaches of examination conditions</b>			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
<b>Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):</b>			
verbal communication	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
communication	Passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment-related information	passing assessment-related information to other candidates; helping one another; swapping scripts
<b>Offences relating to the content of candidates' work</b>			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing	Minor amount of plagiarism/poor referencing in places	plagiarism from published work listed in the bibliography or referenced; <b>or</b> minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; <b>or</b> plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
<b>Undermining the integrity of examinations/assessments</b>			
The deliberate destruction of work	Minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results documents, including certificates			Falsification/forgery
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Use of social media for the exchange and circulation of real or fake assessment material	Attempting to source secure assessment related information online/via social media	Accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	Misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

# Jack Hunt School

# Exam Candidate Handbook Supplement: Access Arrangements 2022/23

This handbook is reviewed and updated annually

**Produced/reviewed by**

Jill Paice, Examinations Manager

**Date of next review**

Spring 2024

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## **Introduction**

This supplement is for candidates who are entitled to access arrangements for exams. It is to be read alongside the *Exam Candidate Handbook* as the information in the handbook still applies.

## **What are Access Arrangements?**

Access arrangements are adjustments that allows candidates with special educational needs, disabilities or temporary injuries to access the exam. Examples of access arrangements include being given extra time, having a reader or scribe, having a signer or using a word processor to type exam answers rather than handwrite.

Access arrangements are assessed and applied for by our Learning Support department. Candidates who are entitled to access arrangements will usually sit exams in separate rooms, either on a one-to-one basis with an invigilator or in a computer room or smaller classroom.

Learning Support will inform you of any access arrangements you are entitled to and will work with you to ensure they work best for you.

## **Extra Time**

Some students are entitled to 25% extra time for all exams and the extra time will be added onto the official finish time of the exam. If you have extra time for your exam you do not have to use it but you must stay in the exam room until the official finish time of the exam.

## **Word Processors**

Some students use word processors to type their exams rather than hand write them. If this applies to you, you will be seated in a computer room or have a laptop. You will be allocated a specific exam log in for the computer so all you can access is the Abiword programme to use as a word processor. This does not have the spelling or grammar check facility of Word. You will not be able to access the computer network or internet during the exam.

There is a set format for word processed answers – please see Appendix 1.

It is really important that you save your work regularly in 'My documents'.

Once the exam is finished, an invigilator will print off your work in the computer room or will bring you to the exams office where your work will be printed off for you to check. This print out will be submitted to the awarding body as your exam paper.

## **Supervised Rest Breaks**

Some candidates are entitled to supervised rest breaks. If this applies to you then during an exam you can ask for a rest break where the timing of the exam will be paused and restarted when you are ready to continue. During a rest break, you will be supervised at all times and will not have access to the question paper or answer booklet. If you need to leave the room during a rest break, an invigilator must accompany you at all times. If you require a rest break it is your responsibility to ask the invigilator for one.

## Prompter

A prompter may be permitted if a candidate has little or no sense of time; loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

If you are allowed a prompter they must follow certain rules:

### A Prompter:

- **may** use the following prompts either vocally or written on a flash card such as: “Jack - focus on the question”; “Jack - there are 15 minutes left”;
- **may** tap on the desk or on the candidate’s arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;
- **may** use the candidate’s name as an appropriate prompt during the examination in order to bring the candidate’s attention back to the question paper, e.g. “Jack”;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must not** advise the candidate regarding which questions to do, or on the order in which questions should be answered;
- **must not** give factual help or offer any suggestions or communicate in any way other than those listed above.

## Reader

If you are entitled to a reader you will be able to get help with reading the instructions and questions on the exam paper. This can be the whole paper or just a few words or questions. Many students who have a reader will use a computer reader – Read Write Gold – which you will have training on before exams. You will be in a computer room for your exams and will be able to use the computer reader to read out the text you choose. You will still write your answers on the question paper.

We also have some electronic reading pens which you might be able to use to read out words or short pieces of text.

In some circumstances the invigilator might act as your reader. In this case you will need to ask them which parts of the paper you want them to read.

For some subjects a human reader cannot be used as reading is part of the assessment, for example GCSE English Language. In this situation you will need to use the computer reader Read Write Gold. You will have training on the Read Write Gold system before any exams to ensure you know how to use it and can practise using it for internal exams and assessments.

See Appendix 2 for a memory aid for readers, which gives details of what a reader can do.

## Scribe

A scribe is a person who will write or type your answers for you. You will need to tell them what to write and they can only write exactly what you say – they cannot answer the questions for you.

See Appendix 3 for a memory aid for scribes, which gives details of what a scribe can do.

**Communication Professional**

A Communication Professional will present the questions in a different language, e.g. British Sign Language, without: changing the meaning; providing any additional information; providing explanation as to what the question requires of the candidate.

See Appendix 4 for a memory aid for communication professionals, which details what they can do.

**Unused Access Arrangements**

If you repeatedly do not use access arrangements then they may be taken away from you and you will sit your exams with the rest of the candidates in the exam halls.

**FORMAT TO BE USED BY STUDENT USING A WORD PROCESSOR**  
**FOR EXAMS**

ALL STUDENTS MUST CREATE A HEADER WITH THE FOLLOWING INFORMATION:

- CENTRE NUMBER – 22329
- CANDIDATE NAME
- CANDIDATE NUMBER, e.g. 1234
- UNIT/COMPONENT CODE FOR EXAM, e.g. 5EH01/01

(THESE DETAILS CAN BE WRITTEN ON THE TOP OF EVERY PAGE)

**Also:**

- NUMBER EACH PAGE AT THE BOTTOM
- USE 12PT FONT AND DOUBLE LINE SPACING

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**For example:**

(HEADER)

JOE BLOGGS    CANDIDATE NO: 1111    CENTRE NO: 22329    PAPER: 5EH01/01

(FOOTER)

Page 1

## A Memory Aid for a Reader

**I am here to read for you in your examination  
You must make clear what you want to be read**

**I can only read the instructions and the questions**

**I can repeat instructions, but only if you make it clear which instructions  
you want me to read**

**I can't tell you which questions to choose  
I can't tell you when to move on to the next question  
I can't tell you which questions to do first**

**I can spell words if you ask me, but only words on the question paper**

**I can read back your answer, but only if you ask me**

**GCSE English Language examinations:**

**I can read the questions in the Writing section of the paper, but I can't read  
any of the questions in the Reading section**

## A Memory Aid for a Scribe

**I am here to write/type for you in your examination**

**I must write/type exactly what you say**

**I can draw maps, graphs and diagrams, but I can only draw exactly what  
you tell me  
I can't draw for you in a Design examination**

**I can change what I have written/typed, but only if you ask me**

**If we have problems communicating, I must tell the invigilator**

**I can't give you any help with answers  
I can't suggest when an answer is finished**

**I can't tell you which questions to choose  
I can't tell you when to move onto the next question  
I can't tell you which questions to do first**

**If you are allowed rest breaks, I can't write/type in those breaks**

**I can read back what I have written/typed, but only if you ask me**

## A Memory Aid for a Communication Professional

**I am here to sign the questions in British Sign Language**

**I can't sign words or phrases that the examiner thinks you should have learnt, but I can fingerspell them**

**I can't sign anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)**

**I can sign the questions more than once but I can't explain the questions**

**I can't explain what the examiner wants you to write**

**You can fingerspell answers, or sign an answer if it is one word only and I will write it for you**

**GCSE English Language examinations:**

**I can only sign the instructions/rubric, but not the questions**