

Student Handbook

2020/21

This plan is reviewed annually to ensure compliance with current regulations

Written/approved/reviewed by:	
Head of Information Management & Exams: Mrs L Beynon Examinations Officer: Mrs L Hardman Assistant Principal: Mrs A Stead	
Date of next review:	2022

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1. PURPOSE OF THE CANDIDATE HANDBOOK

The Astrea Academy Dearne is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

This handbook aims to advise you on information you need to know about your examinations.

The examination boards have very strict rules and regulations which must be followed for the conduct of examinations and The Astrea Academy Dearne is required to follow them precisely.

Contact details

The school telephone number is: 01709 892565

Email for the schools Examination Officer: louise.hardman@astreadearne.org

Examinations Officer: Mrs L Hardman

Head of Centre: Mrs J Wilson

SENCO: Mr R Purdy

Examination Boards

The Astrea Academy Dearne uses the following exam boards:

- OCR - <https://ocr.org.uk/>
- AQA – <https://www.aqa.org.uk/>
- Pearson/Edexcel – <https://qualifications.pearson.com/en/home.html>
- RSL – <https://www.rslawards.com/>
- ASDAN - <https://www.asdan.org.uk>

2. IN ADVANCE OF YOUR EXAMINATIONS

Statement of entry

- Upon receipt, please check that you have been entered for the correct exam and correct Tier (Maths, Science, MFL etc)
- You must check that your personal details are correct so that the correct details appear on your certificates (date of birth, spelling of name), it is a requirement that your registered legal name is used
- Contact the Examinations Officer if anything is incorrect as soon as possible

Timetables

You will be given your exam timetable detailing each exam, the date, time and allocated seat/room at least 2 weeks prior to your first exam.

Make sure you know the dates and times of your exams. **If you miss a public examination you cannot take that paper at another time.**

You must arrive 20 minutes prior to the exam start time unless you have been directed to otherwise to.

- Morning exams start at 9:00am
- Afternoon exams start at 1:30pm

Your timetable is your proof that you have been entered for an exam. If you notice any errors, please contact the Examinations Officer **immediately**.

You may be required to attend a revision session 30-60 minutes prior to the start of the exam, if this applies to you, you will be made aware by your class teacher.

Examination Clashes

This is when two or more exam papers are timetabled at the same time (a timetable clash).

The Examinations Officer will have already identified this and will be planning how to resolve the clash for you. Typical arrangements will be:

- **False clash** – where the boards schedule two papers in the same subject to be taken together – for example MFL Listening and Reading, Religious Studies.
- **Back to back clash** – where there are two different subjects scheduled at the same time with a total time of up to three hours. These will be held in the same session with a supervised rest break of a 20 minutes' maximum.

- **Session change** – where there are two different subjects and the total time is greater than three hours one subject may be moved to the other session on the same day.

You will receive written notification of the arrangements and the Examinations Officer will discuss these with you before the exam day.

Non – Examination Assessment

NEA's are assessments which take place outside of the written exam series.

They include:

- Spoken English
- Performance subjects: Music, Drama and PE.

Your teacher will inform and discuss these assessments with you in class, including scheduled dates.

3. EXAMINATION DAYS

Equipment:

All equipment will be provided in the exam room, for all your exams. If you require additional equipment in an exam, please raise your hand, wait and speak quietly to the exam invigilator.

Identification:

On your exam table you will see an ID card, with your name, photo, candidate number and if you have access arrangements. This is used to mark you in attendance for the exam, please do not move or deface this card.

Seating plans

In every exam you are allocated a seat and desk in the exam room. You **must** sit in this seat, as you could be marked absent from the exam if you do not.

If you have an issue with where you are sat, sit down and raise your hand and quietly explain to the exam invigilator, a decision will be then made if you are allowed to move seats.

Your seat number/room will shown on your exam timetable given to you at least two weeks before your exams start.

Before each session room timetables are displayed on the exam notice boards, on the first floor in the street area. If you arrive to school and do not know where you are sat, please check these boards before your exam.

If you cannot find your desk once in the classroom/exam hall, please go to the nearest exam invigilator and ask for help, remember to do this as quietly as possible.

Bags, coats, mobile phone and electronic devices

No bags or coats are allowed in the exam room. Please put these in your lockers before every exam. If you do forget to hand in your mobile phone or electronic devices you will be reminded before the exam starts to hand this in.

If you are found to have these on you when the exam has started this will be considered as malpractice and will be reported to the examination board.

Further information is on page 6 regarding malpractice. If you do not have a locker, you will be informed at the time of each exam where you can put your belongings for safety.

4. Emergency evacuation

In any situation that requires evacuation of the building whilst an exam is in progress, the exam invigilator will instruct what to do.

If a decision is made that you are to evacuate, a staff member or invigilator will ask you to;

- Stop writing and put pen down
- Advise where to evacuate to and where to go

You must;

- Leave all equipment including your question paper and scripts in the exam room
- Remain silent at all times, speaking is considered malpractice and will be reported to the examination board
- Confirm you are present when the exam invigilator asks to check the register

In the event of an evacuation, your exam time will be paused and restarted when the evacuation is over. You will receive your allocated time to complete the exam.

5. ITEMS IN THE EXAM ROOM

Watches

All watches must be placed on your desk in clear view of the exam invigilator. **Smart watches** are not allowed in the exam room.

Food and drink

No food is to be taken into the exam room, water bottles are permitted but **MUST** be in a clear plastic bottle with a spill proof lid. There must be no labels or writing on the bottle.

Medication

Please see the Examinations Officer if you require medication in an exam room. This should be clearly labelled with your name and candidate number and handed to the invigilator before the start of the exam.

6. MALPRACTICE

You must read the 'Information for Candidates' document at the end of this handbook.

PLEASE NOTE: if you break any of the examinations rules or regulations this could lead to you being disqualified from some or all your subjects examinations. The school must report any breach of regulations to the exam board.

JCQ provides information regarding what constitutes malpractice. The following is not an exhaustive list and other instances of malpractice may be identified and considered by the awarding bodies at their discretion:

- Introduction of unauthorised material into the exam room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of exams and assessments
- Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language)

7. ATTENDANCE AT EXAMINATIONS

You are responsible for checking your exam timetable and arriving at school on the day and at the correct time.

- You must be wearing full uniform
- You must arrive 20 minutes prior to the exam start time unless you have been directed to otherwise to, unless instructed otherwise by your class teacher for a session before the exam

Late Arrivals

A candidate who arrives after the start of an exam will be allowed to enter the exam room to sit the exam and will be given the full allocated time.

The exam board will be notified of your late arrival and they will decide whether to accept your script for marking.

A candidate will be considered very late if he/she arrives:

- More than one hour after the awarding bodies published start time for an exam which lasts one hour or more, i.e. after 10:00am for a morning exam or after 2:30pm for an afternoon exam
- After the awarding bodies published finishing time for an exam that lasts less than one hour

If you are likely to be late you must:

- Immediately telephone the school giving your name, year, reason for lateness and expected arrival time
- If you arrive **at, or after** the scheduled start time of the examination, please wait in reception and you will be met and escorted to the exam room

8. CANDIDATE ABSENCE

If you are unable to attend an exam you must telephone school first thing in the morning. Please leave a message on the school answer machine, if no one answers.

If you are genuinely ill the school can apply for special consideration with the exam board.

To enable school to apply for this a medical note signed and dated, detailing the date ill and reason for non-attendance to the exam is required this must be provided as soon as possible, ideally the same day or next day to the Examinations Officer.

The school will complete the necessary paperwork and submit this to the examination board. It is the examination board's decision if a grade is to be awarded on the previous exam/NEA'S (*if applicable*) submitted and what %, i.e. they may award a grade at 75% of the whole course, if an exam is missed.

You will be informed of their decision by the schools Examination officer as soon as confirmation is received.

It is always advised to sit an exam if you are physically able to do so, if you do not feel 100% well and wish to sit the exam, please see the Examinations Officer before the exam or call before the exam to inform them.

9. IN THE EXAMINATION ROOM

- You must enter the exam room in silence
- Do not write anything on your examination paper until instructed to do so
- Listen carefully to instructions and notices read out by invigilators - there may be amendments to the exam paper you need to know about
- Check you have the correct question paper- check the subject, paper and tier of entry

- Read all instructions carefully
- If a subject has a choice of questions, ensure you put the **QUESTION NUMBER** in the indicated otherwise it may not be marked
- Your **legal name** must be used on your examination papers
- If you drop something on the floor **DO NOT** pick it up – please put your hand up and an invigilator will come to you
- You will not be allowed to leave an exam room early. If you have finished the paper use any remaining time to check over your answers and that you have completed your details correctly
- When told to stop writing do so immediately
- At the end of your exam all work must be handed in- remember to cross out any rough work, with one clear line, do not scribble it out
- Exam invigilators will collect your exam papers and other examination material before you leave the room. Silence must be maintained during this time. Remember you are under exam conditions until you have left the room
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room
- Remain seated and in silence until asked to leave the exam room
- Please leave the room in silence and show consideration for other candidates who may still be working. Please be aware that other rooms may still be in use for examination, remain silent when leaving your exam room and surrounding area

What happens if I become ill during the exam or need to leave the room

Please ensure you go to the toilet before you enter the room. Unless there is a genuine situation then toilet breaks will not be permitted during the exam.

If you feel unwell during the exam, raise your hand and an invigilator will help. If you need to leave the room you will be escorted by an invigilator. You will receive the full time when you return to the room.

10.RESULTS

Exam results are issued generally during the second and third week of August, unless otherwise informed.

You will receive more information after your exams finish, regarding the date and times to collect your examination results.

On Exam results day you will collect a Statement of Results, not your final certificates.

Under normal arrangements, you are invited to come into school from 10 am to receive your Statement of Results. Teaching and pastoral staff will be available to offer support and guidance on the day.

If you will not be able to collect your own Statement of Results on the day, you can choose how to receive your results by providing either a;

- Stamped address envelope – A5 size. Your results will be posted on the official results day. If you require an envelope, please see reception.
- Written letter of consent detailing who will be collecting the results on your behalf. The person collecting the results will need to show their ID and a copy of the consent letter signed by you.

When you arrive to collect your results you will be asked to sign an appeals consent form. If your exam paper has been identified for a re-mark by the Head of Centre due to the close proximity of your mark to a grade boundary. This paperwork will be required to submit a re-mark to try and increase your grade to the next higher grade, teaching staff will speak to you on results day if you are close to a grade boundary.

If you are not selected for a re-mark the form will be destroyed once the re-mark identification process is complete.

Please note a grade increases by the marks increasing upon a remark by another examiner but the marks can also be reduced, it is highly unlikely to lose enough marks for your grade to be reduced, which means your original grade will remain the same.

If there are one or more of your exam papers has been identified for a re-mark you will be notified by letter which subjects this is. The process is checked rigorously and only grades that are likely to be increased through a remark request would be sent off by the school.

11. Certificates

All certificates usually arrive from examination boards by the end of October/beginning of November.

You will be invited to attend a formal presentation event of your certificates, a letter will be sent to you with more information closer to the time. Certificates are not released prior to the pre-arranged presentation event date.

Certificates not collected at the presentation event will be retained for 12 months and can be collected by candidates or their allocated pre-authorized representative with a written letter of consent detailing who will be collect the results on your behalf. The person collecting the results will need to show their ID and a copy of the consent letter signed by you.

After 12 months all un-collected certificates are **destroyed**. If you require a copy if your certificate after the 12 month retention period, you will need to contact the awarding body to purchase a replacement, this will be at your expense.

We do not post certificates, however, under special circumstances we may do this via a signed for postage method, please be aware that the cost of replacing certificates will not be fully covered due to certificates being lost in the post. Please contact the Examinations Officer with the reason

and postal details if you require this service, the reason will be assessed and a decision will be made at the time of your request.

12. APPENDICES

Appendix 1

Information for candidates for written examinations

To access the online copy: [https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Written Examinations FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/IFC-Written_Examinations_FINAL.pdf)

If you require a paper copy of this booklet, please request this from the Examinations Office in school.

Appendix 2

Warning to Candidates

To access the online copy: <https://www.jcq.org.uk/wp-content/uploads/2020/08/Warning-to-Candidates-202021.pdf>

Appendix 3

Social Media

To access the online copy: <https://www.jcq.org.uk/wp-content/uploads/2020/01/JCQ-Social-Media-.pdf>



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2020

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

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

A. Regulations – Make sure you understand the rules

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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 When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

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

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use pre-prepared 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, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Produced on behalf of:



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

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, encyclopedias, 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, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

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

If you copy the words 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 or should not be included.

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

If 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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

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

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

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

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

