



Cardinal Pole Catholic School

Exam Information for Students

2021/2022

THINGS JUST GOT REAL.....

But there's no need to panic. This booklet contains some very important information and advice to help you through your Public Exams.

Examinations are a crucial part of education for all students. The process can be a stressful and worrying time, however the key to a successful exam period is to be prepared, understand what is expected of you, revise well and do the best you can.

As a school, we are bound by very strict examination rules; failure to follow these rules can have severe consequences. Current JCQ examination rules and guidance can be found at the end of this document, it is very important that you read these so that you know what to expect and what is expected of you.

Knowing when your exams are will be vital to successful planning and revision. You will be given your Individual Candidate Timetable in the New Year, it is vitally important that you check that all your subjects have an exam entry. Your Timetable will tell you the dates and times of your exams, it will also show your name as it will appear on your certificates and your date of birth. It is your responsibility to ensure that these details are correct. It is difficult, and costly, to have certificates changed once they are issued.

When you get your Individual Candidate Timetable you may find you have exam 'clashes', where there is more than one exam scheduled for the same date and time as another. If you do, don't worry, your Exams Officer will make the necessary arrangements for you to take both exams. If a clash does not exceed 3 hours in total you must sit them back to back in the same session, with the opportunity of a supervised twenty minute break in between. If they exceed 3 hours you will sit one exam in the morning and the other in the afternoon and will spend your lunch break in quarantine with a member of staff or an invigilator. You will be notified of the exact arrangements in plenty of time, if you have any concerns, please see the Exams Officer, way before the day of the exams!

If you have any worries regarding individual subjects, you should always speak to your teacher for advice and support and to find out when any revision classes are taking place. Your teacher will also advise you on what equipment you will need in your exams. Bringing the correct equipment to exams is your responsibility. The school does not provide equipment. You must bring your equipment in a clear pencil case and please remember that all exams must be written in **BLACK** ink. Leave anything that isn't required for the exam outside of the Exam Hall, the safest place is at home.

Morning exams start at 9am and afternoon exams start at 1.30pm. You should aim to be at school in plenty of time to be calmly lining up at 8.30am and 1pm, the time to ensure that you have all the necessary equipment is **BEFORE** you line up. Also make time to use the toilet before your exam, during the exam we may not be able to escort students to the toilets because the ratio of Invigilator to Student drops below the legal requirement, we're not being mean when we say no. Make sure you have a healthy breakfast and lunch and drink plenty of water, hunger and thirst can be distracting and you need to give your exam paper your full attention in order to get top marks!

If, for any reason you are unable to come to school on the day of an exam you must contact the school at the earliest possible time, we may be able to re-arrange an exam if we can satisfy JCQ regulations. Misreading your timetable does not constitute an acceptable reason for missing an exam.

You are expected to enter the Exam Hall in silence and take your seat, you must not write **ANYTHING** until told to do so by a member of SLT. You must obey **ALL** of the JCQ regulations once you are inside the Exam Hall, or any other room in which you take your exams. The rule of thumb is that if you are in the same room as the exam papers then you are under exam conditions, there must be no talking or communication of any sort between yourself and other students, you must take your seat, face the front and wait patiently for the exam to start. If you need anything you must raise your hand and wait for an Invigilator to come to you, do not call out for attention. Anyone breaking the rules must automatically be presumed to be trying to cheat. The school has no alternative but to abide by JCQ Rules.

If you arrive late for an exam it is up to the discretion of the school whether you are allowed to sit the exam, and a report must be sent to the Awarding Body. However, if you are more than one hour late you run the risk of the Awarding Body refusing to mark your paper as the integrity of the exam cannot be confirmed.

If you miss an Exam for any reason you must let the school know as early as possible giving the reason why. In exceptional circumstances, and if the required percentage of the course has been completed, the Awarding Bodies may apply Special Consideration. This is rare, in most circumstances if a Student misses an exam they get no mark for that component.

Students are expected to wear school uniform for exams. You are allowed to bring a bottle of water but the bottle must be clear with labels removed. You are not allowed food in the Exam Hall, unless it is for medical reasons i.e. Diabetics, the Exams Officer and Invigilators must be aware of such cases. If you have any queries, about anything, please ask either your teacher or the Exams Officer **before** the exams start.

There will be seating plans up on Boards outside the Exam Hall and your seat reference will be on your timetable. There will be a card on your desk with your name on it and the Paper Reference of your exam, if any detail is wrong you must tell an Invigilator or the Exams Officer at once. It is important that you are in the right seat, should the exam boards have any queries they will ask to see a copy of the seating plan, if you're in the wrong seat you may end up with the wrong results.

All exams must be written in black ink, pencils may be used where stated. Nowadays more and more exam scripts are being read by scanning machines which only see BLACK ink, you risk losing marks if you don't use black ink. Pencil cases must be clear and any calculator lids or glasses cases (anything in which notes could be stored) must be placed on the floor underneath your desk. Make sure that you do not have any writing on the backs of your hands. You must not take anything out of the Exam Hall that you didn't take in, this includes continuation sheets of paper or inserts.

Mobile phones must **never ever** be taken into the Exam Hall. Even if your phone is turned off and you have no intention of using it you will be severely penalised for being in possession of a mobile phone during your exam. Simply leave it at home.

At the end of the exam you must wait quietly while the invigilators collect your papers and then you will be dismissed row by row. There may be occasions when there are other students still doing an exam and you are expected to show them consideration by leaving with as little fuss as possible. You will be expected to move away from the area outside the Exam Hall before you start talking.

Please read carefully the attached JCQ notices. The school must enforce all JCQ rules as it is a precondition of centre approval. Therefore, if you break the rules the school cannot intervene on your behalf, we have no choice but to submit a malpractice form. The penalties for malpractice are

severe, i.e. if you are found to have a mobile phone in an exam the Awarding Body will award you zero marks for that paper, penalties for having unauthorised materials, such as notes, will be more severely punished. There are cases where Awarding Bodies will confer and a student can be barred from taking any exams, in any subject, with any Awarding Body, for two years.

If you feel that you were disadvantaged by something that happened to you during the exam period which affected your performance, such as an accident or a bereavement, let the Exams Officer or your Head of Year know as there are ways for the exam boards to compensate for such things. You must be able to prove the circumstances such as a Doctor's note. The Awarding Bodies will make a decision and award an extra 1-5% of your marks in compensation, this cannot be influenced by the school.

In the unlikely event of the Fire Alarm sounding you will be asked to stop writing and an Invigilator will make a note of the time. A member of the SLT or the Exams Officer will give you further instructions. If we have to evacuate the Exam Hall you will be asked to leave by the fire exit at the top right hand side of the hall. You will line up, by subject and in the same order as you are seated in. The Invigilators will take the register and you will be expected to wait, in complete silence, until the all clear is given. You must not discuss the exam with your fellow students. A report will be submitted to the Awarding Body and each paper will receive compensation for the disruption. You will always be allowed the full amount of time for every exam.

All Cardinal Pole Catholic School Exam Policies can be found on the school website.

You will be invited in to collect your results in August.

ESSENTIAL EXAM EQUIPMENT



Students **MUST** have **2** Pens, **2** Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

Appeals Against Internal Assessment

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Cardinal Pole Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. Should a request for an Appeal against Internal Assessment result in no change to the mark a fee will be charged by the school in the same way that Awarding Bodies charge for Enquiries About Results.

1. Cardinal Pole Catholic School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Cardinal Pole Catholic School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Cardinal Pole Catholic School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Cardinal Pole Catholic School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cardinal Pole Catholic School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Cardinal Pole Catholic School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Cardinal Pole Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Cardinal Pole Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cardinal Pole Catholic School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Enquiries about Results

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If the school submits an application for a clerical check or a review of the original marking the original mark may be lowered, so your final grade may be lower than the original grade you received, it may stay the same or it may be raised, so your final grade may be higher than the original grade you received. In order to proceed with an enquiry about results you must sign your consent and confirm your understanding that marks may go up, go down or stay the same. There is a fee for a review of marking and you will be advised by the relevant Head of Department as to whether or not they think it is a risk worth taking. Should you disagree with the outcome of an Enquiry About Results each Exam Board has their own Policy for these situation and these will be made available to Candidates on request, along with advice and guidance from Subject Specialists on the probability of a successful outcome.

The school may want to use your exam script to enhance further teaching and learning, you will also need to sign your consent for this.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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



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

DISQUALIFICATION
from your examination and your overall qualification.

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



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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing 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://news.bbc.co.uk/1/hi/thisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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



Joint Council for
Qualifications CIC

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



©JCQ CIC 2021

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/1/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications CIC

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2** Do not become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You must not take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch**;

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

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



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

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.

Please note

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

Information for candidates Using social media and examinations/assessments



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 should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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-official-information-for-candidates-documents>



Effective from 1 September 2018