



**EXAMINATIONS
HANDBOOK FOR
STUDENTS
2016 – 2017**

INTRODUCTION

Exams are a crucial part of your life and Nidderdale HighSchool will make every effort to ensure you receive the best possible preparation, that the administrative arrangements run smoothly and that exams are conducted in a way that will make the experience stress-free and successful. Your forthcoming exams can influence what you do in the future, so it is very important to us that you have as much information as possible.

This Handbook aims to be informative and helpful to you and your parents/carers. It also contains Joint Council for Qualifications (JCQ) formal notices that are required by regulation. **PLEASE READ THIS HANDBOOK CAREFULLY.**

If you or your parents/carers have any queries, need help or advice at any time before, during or after your exams, please contact the Exams Office.

Information regarding exam timetables and policies can be found on the School's website: www.nidderdale.n-yorks.sch.uk

We wish you the best of luck in all your forthcoming exams.



Ms K Jordan
Head of School



Mrs S Dover
Head of School



Mrs N Murgatroyd
Data & Examinations Manager

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BEFORE EXAMS

EXAM BOARDS & EXAM SERIES

- The School uses the following exam boards: AQA, Edexcel/Pearson, OCR and WJEC. The summer exam series runs through May and June each year.

EXAM REGULATIONS

- Copies of the **JCQ Warning to Candidates, Information for Candidates and Mobile Phone** notices are printed at the back of this Handbook. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

EXAM CANDIDATE NUMBER & CENTRE NUMBER

- You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number: **48249** - **please remember these.**

TIMETABLES

- Once your entries have been confirmed with the Director of Learning for each subject, you will be issued with your personal exam timetable. **Please check this carefully.** If you have any queries, inform the Exams Office immediately. **YOU are responsible for knowing the dates and times of your exams** - put these in your Planner or diary as soon as you receive your timetable.
- Unfortunately, the Exams Office cannot provide individual timetables prior to exam entries being confirmed. Full exam timetables will be put on the school website, www.nidderdale.n-yorks.sch.uk under Parents/Examinations, once they become available.

EXAM CLASHES

- If you have 2 or more exams timetabled at the same time, one exam will follow-on after the other unless the total exam time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the exams will be split between the morning and afternoon sessions. The Exams Office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances, you will be supervised over lunchtime and will not be able to communicate with other candidates, so it is recommended that you bring a packed lunch and a drink with you.

SPECIAL EXAM ARRANGEMENTS

- If you have been granted special arrangements in exams following confirmation by Mrs Blunstone (SENCO) and approval by the exam boards, you will be informed of these arrangements separately.

DURING EXAMS

DRESS CODE

- Full school uniform and correct dress code is required for all exams.

PERSONAL BELONGINGS

- Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in your locker.

SEATING PLANS

- Seating plans will be posted outside the exam room before each exam commences and are listed in Candidate Exam Number order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

EXAM CONDITIONS

- You are under strict exam conditions from the time you enter the exam room until the time all candidates leave.

LATE ARRIVAL

- If you arrive late for an exam, you must go immediately to the exam room and report to an Invigilator. The School will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that exam boards may not accept work from candidates who arrive very late.

BE PREPARED

- Exams start at 9.10am and 1.30pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Invigilators at all times. Pencil cases must be see-through.
- Pens should be black ink or black ballpoint. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed in your answers, you may highlighters to annotate inserts/questions.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.

BE PREPARED *cont...*

- Write your name, exam candidate number and centre number on all answer booklets and additional sheets.
- There will no longer be a 10 minute warning at the end of the exam.

CALCULATORS

- You are responsible for making sure that your calculator meets the exam boards' regulations and that it is in good working order.

<p>Calculators must be:</p> <ul style="list-style-type: none">- Of a size suitable for use on the desk- Either battery or solar powered free of lids, cases and covers <p>Candidates are responsible for the calculators power supply and working condition, and for clearing anything stored in the calculator.</p>	<p>Calculators must not:</p> <p>Be designed or adapted to offer any of these facilities</p> <ul style="list-style-type: none">- Language translators- Symbolic algebra manipulation- Symbolic differentiation or integration- Communication with other machines or the internet <p>Be borrowed from another candidate during an examination for any reason.</p> <p>Have retrievable information stored in them; this includes:</p> <ul style="list-style-type: none">- Databanks- Dictionaries- Mathematical formulas- Text
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MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

- **Mobile phones, iPods, MP3/4 players, wrist watches which have a data storage device, smart watches or any other products with text/digital facilities MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.**

Other forms of malpractice include:

- Being in possession of unauthorised materials eg. revision notes, reading pens
 - Communicating with other candidates (by talking, signing or otherwise)
 - Copying from other candidates
 - Sitting an exam in the name of another candidate.
- Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures*. The school is required to report any suspected malpractice.

FOOD & DRINK

- No food or drink is allowed in the exam room except for water. Bottles should be transparent and must have labels removed. Chewing gum is not allowed.

AT THE END OF AN EXAM

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required.
- At the end of an exam, all work must be handed in - remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.
- You must remain seated until told to leave. Please leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
- Invigilators cannot give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly. Your conduct will be reported to the exam board and you may be penalised.

AFTER EXAMS

ABSENCE FROM EXAMS

- If you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, inform the Exams Office immediately. Special consideration may be applied for in some cases.
- If you are unable to attend an exam due to illness or some other serious reason, your parent/carer must contact School Reception before 9.00am on the day of the exam. Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to the School.
- Misreading your timetable is not an acceptable reason for absence.

EMERGENCIES

- If the **fire alarm** sounds during an exam, the Invigilators will tell you what to do. Don't panic! If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the Invigilator tells you to. You will be allowed the full duration time for the exam and a report will be sent to the exam board detailing the incident.

BOOK RETURN

- All text books belonging to the School must be returned on the day of your last exam in each subject.

NOTIFICATION OF RESULTS

- Results for the May/June (Summer) series will be available on:

<p style="text-align: center;"><u>GCSE</u> Thursday 25th August 2017 10am to 12 noon</p>

- It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.
- If someone else is to collect your results, the collector will require a completed Results Day Collection Form (available at the back of this booklet or to print from the school website) and some form of ID.

POST RESULTS

- Results Guidance sheets will be available on the above dates. If you want to have any papers re-marked or scripts returned the relevant form will be available on results day and can be collected from the Exams Officer. After this they can be collected from the Exams Office in the new term.
- Please be aware of the deadline dates on the forms as these are set by the exam boards not the school. We are unable to process remarquequests without the completed signed form even if a payment has been received before the deadline date.
- If you require advice on results day the Exams Officer, Careers Adviser and senior staff, will be available.

CERTIFICATES

- Certificates are presented to leavers at an evening of celebration in the autumn term.
- If you wish a relative or friend to collect your certificates, the collector must have a signed letter of authority from you.
- If you wish your certificates to be posted to you, please send a cheque for £5 (made payable to Nidderdale High School) to the Exams Office as we are required to despatch them by Recorded Delivery.
- **Remember - your certificates are extremely important documents and must be kept safe.**
- School will keep your certificates for 2 years after they are issued to you. After that we are not obliged to store them. Exam boards will not be able to reproduce your certificates if lost; they will provide a statement of results. The cost for this service is currently £43.

COURSEWORK & CONTROLLED ASSESSMENTS

- Coursework and controlled assessments are also subject to JCQ rules and regulations. You must make yourself familiar with the notices in this Handbook. If there is anything you do not understand, discuss with your subject teacher.
- 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 copy the works or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

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



RESULTS COLLECTION REQUEST

For the attention of the Examination Office.

I authorise the person named below to collect my GCSE exam results on my behalf.

Name of Person Collecting Results (print): _____

Type of ID provided by Person Collecting Results: _____

Student Name (print): _____

Student Signature: _____

Date: _____

This form has to be handed in when the authorised person collects your results. The authorised person will also need to bring with them a photographic form of ID for the results to be released. Results will not be released unless all correct documentation is made available.

If you require any further information about your results please do not hesitate to email examsofficer@nidderdale.n-yorks.sch.uk

Yours faithfully
Examinations Office

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

for written examinations – effective from 1 September 2016

**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; potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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	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.
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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2016

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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; <p>pre-prepared templates.</p> <p>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.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	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).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • 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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • 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.
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • 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.

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE **controlled assessments**

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

When you submit any work 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.

Controlled assessment will provide you with 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”.

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 2017.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer 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: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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

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, 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 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 don't 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 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.

Your 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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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CJC} (JCQ^{CJC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal carers.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**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.

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THINGS TO REMEMBER

- Please check your details overleaf – **Legal name and Date of Birth** any problems contact Mrs Murgatroyd immediately.
Awarding Bodies are now charging approx £50 to amend certificates.

- Make sure you know when and where all of your examinations are.



- **Be punctual – arrive at least 15 minutes before the start of each exam.**

Students not in their seat at the start of the exam will be marked as late.



- Bring a **BLACK PEN** and at least one spare with your equipment in a **clear pencil case**. You **MUST** write in black ink for all your exams.



- Leave calculator lids in your bag, and remember to clear your calculator's memory **before** the exam.

- Only water in a clear plastic bottle with the label removed will be allowed.

- If you are unwell on the day of an examination, please contact school immediately – Tel: 01423 711246



No iPod's mobile phones, MP3/4 Players, smart watches or web enabled device.

No other unauthorised material.

If you have these things you may be disqualified from the exam.

Leave them in your bag or hand in to the office.

