



Candidate Exam Handbook

Courage, Commitment and Compassion.

(Guidance for Students and Parents)

GCSE Examinations

2021 / 2022



Courage, Commitment and Compassion. Centre Number 48101

Introduction

Summer 2021

Bedale High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at Bedale High School and you are made aware of the required JCQ awarding body and GCSE instructions and information for candidates.

Candidate Details

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. (example: 7321)

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your provisional timetable. This number will usually begin with the Centre Number (48101) unless you have transferred from another school that had already issued your UCI.

Your UCI is used for administration purposes and it is not necessary for you to remember it.

Exam Timetable

Candidate Timetable – On receiving your Exam Timetable please check that all levels of entry and exam information is correct. Paying particular attention to all your personal details, date of birth, spelling of names are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Please contact Miss Riley-Fox (Examinations Officer) immediately if you discover any omissions or errors. rileyfl@bedalehighschool.org.uk
(01677) 422419 Ext 223

Contingency Day

The awarding bodies will designate a date in July as a 'contingency day' for examinations (TBC Due to Covid-19) This is consistent with the qualification regulators' document exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

We must remind candidates that they must remain available until the end of the academic year until advised otherwise by Ofqual / JCQ due to Covid -19 should the awarding bodies need to invoke its contingency plan."

Exam Clashes

If you have an exam clash we will write to you letting you know how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams
- During this time you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an Invigilator at the beginning of your first exam.)
- during this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- It is advisable to bring a snack and a drink (please hand this to your Invigilators at the beginning of your first exam).
- You will be collected from your first exam by an invigilator and taken to another classroom where you will begin your next exam.

If you do not understand your clash instructions please speak to Miss Riley-Fox (Hub Office)

Exam Venues

Exam venue / classroom information will be posted on the exam noticeboard outside of the Hub the day before your exam, please check this daily as changes may occur. The main cohort of examinations will be held in the Gym and the ROSLA

Exam Invigilation

Exams are supervised by a team of experienced external invigilators. Our Invigilators must follow the strict guidelines set by JCQ. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

Exam Start Time

The start time for exams at Bedale High School are:

- **09:00 am** for morning exams
- **13:00 pm** for afternoon exams

You should aim to arrive at school at least 10 minutes before the start of your exam, once you have registered, and checked the exam board make your way to your exam venue.

You must remain seated and in silence until the end of your exam

If you are entitled to extra time you will not be allowed to leave the exam room until the end of your scheduled exam time. (Unless this is part of your Exam Arrangements)

School Bus – If you have an exam scheduled to finish after the scheduled school transport collection times, you will need to arrange alternative transport home.

Exam Conditions

Candidates must not enter the exam room until directed to do so by the Examination Officer, Headmaster, Deputy Head, or Senior Invigilator.

An exam briefing for all candidates will be given by an Examination Officer or Senior Invigilator in the exam venue before the exam begins

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You should write clearly and legibly
- The Centre Name is **Bedale High School** and Centre Number is **48101** this will be displayed on the white board at the front of the exam room.
- Exam board, subject title, tier, paper number; and the actual starting and finishing times (AM or PM), and the date of each exam will be displayed on the guidance board.
- We will announce clearly to the candidates when to complete the details on their answer booklet, and an announce any additional information.
- We will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
- We will specify the time allowed for your exam.

Where Will You Sit In an Exam Room?

- There will be a room seating plan displayed on the exam notice board the day before your exam for you to familiarise yourself with.
- There will be a seating plan outside of your exam venue, with your name, seat number and candidate number, please arrive 10 minutes before the start time.
- Please find your desk as quickly and quietly and sit down, once you enter an exam room you are under strict exam conditions (please refer to JCQ Warning to Candidates)
- If you require assistance, put up your hand and an invigilator will attend to you, do not communicate or disturb any other candidate.

Exam Papers and Answer Booklets

Please Remember it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate) If you think you have been given the wrong exam paper, please raise your hand and notify an Invigilator immediately.

At The End of the Exam

An invigilator will make an announcement informing you to stop writing or stop working and put down your pens, this will be end of your exam.

- No candidate will be allowed to leave the room until the end of the published exam time.
- If you are entitled to extra time you will not be allowed to leave until the end of your extra time.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb your fellow-students who are still working.

Equipment

Only authorised material can be brought into the exam room: **Black Pens, pencils, pencil sharpener, eraser, compass, ruler, protractor, highlighter and a calculator.** You must bring all your equipment to every exam, if you are not allowed to use a particular item you will be informed in the briefing before your exam starts, you must hand in all unauthorised equipment to the Invigilator.

- Remember that you need to write in **black ink** (Please bring spare pens)
- Do **not** use any of the following:
- Correcting pens, fluid or tape
- Erasable pens
- Highlighters can only be used on Question Papers and **Must Not** be used on your answers.
- Gel Pens
- You must have a clear pencil case containing authorised equipment only (these can be obtained from the office at a cost of £2.50)
- Your water bottle must be clear / transparent and have no label or writing on it

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them, instructions and information will be given to you in the briefing.

Using Calculators

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

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

It is really important that you bring a calculator to every exam, you will be asked to put it under your desk if the calculator is not allowed in an exam.

- *Please seek further advice from Mrs Hall, Head of Maths for additional guidance.*

Calculators must be:

1. Of a size suitable for use on the desk
2. Either battery or solar powered
3. Free of lids, cases and covers which have printed instructions or formulae

Calculators must not:

Be designed or adapted to offer any of these facilities:

1. Language translators
2. Symbolic algebra manipulation
3. Symbolic differentiation or integration
4. Communication with other machines or the internet
5. Be borrowed from another candidate during an exam for any reason

6. Have retrievable information stored in them. This includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

Candidates are responsible for the following:

- The calculators power supply
- The calculators working condition
- Clearing anything stored in the calculator

Food and Drink in Exam Rooms

- A clear / transparent plastic bottle of water (Juice is not permitted) is allowed in the exam room, all labels must be removed before entering the room.
- NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with Miss Riley-Fox, Examinations Officer.

What Should You Wear

It is a requirement that you wear your full Bedale High School Uniform for all your exams. There will be no exceptions made.

Writing should be removed from your bare skin, and all tattoos should be covered with a plaster.

What to Do If You Arrive Late For an Exam.

It sounds obvious, but...ensure that you know the scheduled date your exam will take place and whether they are morning or afternoon exams.

- A register is taken at the start of each exam to check that all candidates are present **if you are running late for your exam, you or your parents/carers must call the School Office on 01677 422419 requesting to urgently speak to Miss Riley-Fox, Examination Officer, or Mr Gill, Deputy Head** so that we are aware of your position.
- If you find that you are running late don't panic! When you arrive at school you should report to the Main Entrance and a member of the school office staff will contact either Miss Riley-Fox or Mr Gill.
- If you arrive for your exam within an hour of the PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam.

If you are going to be “VERY LATE” for an exam – i.e. more than an hour after the published start times – you must call us as early as possible. Even though we will allow you to sit the exam, and give you the full time for the exam, you should be aware that the exam board may not accept your completed paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is :

- Avoid public transport
- Ask your parent/carer to drive you to School and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch etc.
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access
- You and your parent/carer will be asked to make a written statement giving the details of your movements pre-your exam
- The decision about whether to accept your script is at the discretion of the exam board

If you fail to attend your GCSE Exam

If you fail to attend your GCSE exams or fail to complete your NEA/Coursework element of your GCSE, you will be invoiced for the full cost of the exam. There will be no exceptions made.

What to Do If You Are Unwell on the Day of an Exam

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the School Office and let us know so that we can help you as best we can when you arrive
- Once you are here, speak to Miss Riley-Fox (Examination Officer) or Mr Gill before your exam and update us on how you are feeling
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk
- If you feel unwell during an exam:
Let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you

What Happens In The Event Of an Emergency in the Exam Room

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working
- The invigilator /Examination Officer/ SLT will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from SLT, who will be with you very quickly

- **In the event of a false alarm:**
- You will be given a few minutes to compose yourself and get ready to start
- The amount of time lost will be added on to your exam time. The new finish time will be clearly written on the board at the front of the room
- **If an evacuation is necessary:**
- The invigilator will ask you to line up in complete silence and leave the exam venue, you must not communicate with any candidate during the evacuation as this may compromise the exam security and will mean that the exam may have to be abandoned, or you will be disqualified from the exam due to malpractice.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

Results

GCSE results will take place in **August 2022, between 10:00am and 11:00am (Date tbc)**

We strongly advise students to attend with their parents/carers to collect results, where we will have a Bedale High School team, consisting of Head Teacher, Deputy Head Teacher, Heads of Departments to offer you guidance and support. No results will be given out by telephone or via email under any circumstances.

If you are unable to attend results day, you are required to complete a candidate permission form and provide the exam office with a self-addressed envelope. Your results will be posted the day after Results Day.

Post Results

If your results are not as you expected there are various options available within the Post Results Services you can find additional Information by following this link: <https://www.jcq.org.uk/exams-office/post-results-services>

It is important that you discuss any review options with your subject teacher before applying – **as marks can go up or down and there is no option to revert to a previous, higher mark.**

Please note that these services only apply to exams taken in the 2022 Summer Season. The deadlines for applications are final and it should be noted that scripts are destroyed after a certain time so these services must be applied for immediately after receiving your results.

There will be a fee for all Post Results Services as outlined by the Exam Boards.

Applications will not be submitted to the Board without payment having been received. If you require a review of a subject involving more than one unit, the review fee is payable for each unit.

It is most important that you consult with a relevant subject teacher / (Deputy) Head Teacher before applying for Post Review Services.

Further Details will be sent to you nearer the time showing you the options and fees.

Certificates

Issue:

- GCSE Certificates will arrive in school in the autumn term, and will be presented at Bedale High School GCSE Certificate Collection Evening. (November 2022).
- Date to be confirmed.

Collection:

- If you are unable to make Certificate Collection there will be the opportunity to collect your certificates from the school Reception after this evening. When collecting you will need to bring your ID, if you send someone else to collect them on your behalf they will require a letter of authorisation from you and provide ID.

Unclaimed:

- Awarding bodies prescribe that unclaimed certificates may be destroyed after they are held for a period of 12 months from the date of issue. If you do not collect your certificates within this period, they may no longer be available to you. After this period, awarding bodies will be able to issue you a statement of your results (not a full certificate as originally issued) and will charge you for this service. You should apply directly to the awarding body for this service.

Contact Details

Bedale High School Main Office 01677 422419

Head Teacher: Mr Tom Kelly - kellyt@bedalehighschool.org.uk

Deputy Head Teacher: Mr Matt Gill - gillm@bedalehighschool.org.uk

Examination Officer: Miss Lynn Riley-Fox - rileyfl@bedalehighschool.org.uk

Exam Office – 01677 422419 Ext 223



Examples of Approved Water Bottles:



Examples of Unapproved Water Bottles:



Attached Documents:

- JCQ Warning to Candidates
- Unauthorised Items
- Information for Candidates for Written Examinations
- Information for Candidates for On-Screen Examinations
- JCQ Social Media Information for Candidates
- Information for Candidates Privacy Notice
- Information for Candidates NEA



Wishing you every success in your exams.



Courage, Commitment and Compassion.

My Notes:

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.

Information for candidates

Written examinations

With effect from 1 September 2021

**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

On-screen tests

With effect from 1 September 2021

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch**.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

- 6 **If you have a watch, the invigilator will ask you to hand it to them.**
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (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 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) 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** Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) 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.

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>





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 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/home/privacy-policy/

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: <https://www.jcq.org.uk/contact-our-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.

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 (e.g. 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 hold. 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 and 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: <https://www.jcq.org.uk/contact-our-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 assessments 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

Non-examination assessments

With effect from 1 September 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/onthistday/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