



Risedale Sports & Community College

Learning and Achieving Together

External Examinations & Assessment

Year 10

Information for
Students and Parents

2019-2020

Please read this document carefully and retain for future reference.

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1. Introduction

This booklet is an important document; it outlines the procedures/arrangements for students taking external examinations and completing non-examination assessments in Years 10 and 11. Every student will receive both a paper and electronic copy and you will be asked to sign a form to confirm that you have received it.

Our aim is to make the examination experience as stress-free and successful as possible for all students.

Please read the handbook carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. You should pay particular attention to the Joint Council for Qualifications (JCQ) notices at the end of this handbook.

Assemblies will also take place to ensure students are reminded of the key information about sitting examinations.

Pre Public Examinations (PPEs)

As part of the examination preparation process, examinations are held 3 times in KS4; core subject examinations in January of Year 10, end of year examinations in all subjects in June of Year 10 and pre public examinations for all subjects in December of Year 11.

They are held under formal examination conditions and it is important that they are taken seriously. They are an important tool to check progress and the results are used to identify any areas of work that need more input, any ways in which further support can be offered and also to make decisions about entry levels for the final examinations.

PPE results in Year 11 will be reported to students and parents in the form of overall examination grades. Absence from a component of the PPEs will result in no marks for that component, as would occur if a student were absent from an examination in summer 2021.

Further Information

Further detailed information about the national examination rules and regulations can be found on the website for the Joint Council for Qualifications (JCQ) at www.jcq.org.uk.

If you or your parents have any questions or need help or advice regarding examinations at Risedale Sports and Community College at any time before, during or after the examinations please contact the Examinations Officer.

Documents

If you require a copy of the following documents

- **Examination Policy**
- **Internal Appeals Relating to External Qualifications Policy**

please contact the Examinations Officer.

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2. General Information about GCSEs and equivalent qualifications

The final grade for most GCSEs and equivalent qualifications is made up of marks achieved across all units, which may be external examinations or non-examination assessments. Students will be taking external examinations in summer 2021. They may also have non-examination assessments to submit which are administered by subject teachers.

External Examinations

These examinations are set by awarding bodies (examination boards), such as AQA, OCR, Pearson (Edexcel) and WJEC and **can only be taken on the days/time that they are timetabled**. This is to ensure that everyone in the country who is sitting a particular written examination does so at the same time. It is important, therefore, that you do not make any arrangements to be absent from college during the examination periods.

A contingency day is agreed each year between the JCQ and the awarding bodies in case of any national or local disruption requiring an examination to be rescheduled; all students **must be available up to and including this date**. The actual date for 2021 will be notified to you in Year 11.

Marking of External Examinations

As soon as an examination has been completed the scripts are sent off either directly to an external examiner (marker) or to the awarding body where they are scanned and marked electronically by examiners. They are not seen or marked by college staff.

Non-Examination Assessments

Non-examination assessments are work completed internally which forms part of the final GCSE or equivalent qualification result. There are various levels of control and supervision for the setting, completion and marking of the work, to ensure that all students nationally get an equal opportunity to demonstrate their own work and skills. The supervision can vary from normal classroom working, for example in art and technology, to more formal examination conditions. Subject teachers will make students aware of when and where their non-examination assessments will take place and what the conditions are – this might include banning access to the internet and mobile phones. Sometimes a scheduled assessment may not be able to be repeated as it involves a group of students, or it may be difficult to rearrange without disrupting other subjects, so please ensure that any absences from college during term time are avoided.

Marking and Moderation of Non-Examination Assessments

Work is marked by teaching staff and then moderated by the awarding body. Teachers give the work a raw mark which must be submitted to the awarding body by a specified deadline.

Teachers are not able to give students a grade for the work as raw grade boundaries change each season; definitive grades are determined by the awarding bodies after the work of all students nationally has been reviewed and therefore will only be known to staff after the final results are received. In addition, after marks are submitted to the awarding bodies, samples of non-examination assessments are moderated (checked) by an external examiner (moderator) from the awarding body and they may decide to adjust the marks (for the whole cohort) up or down if they do not agree with the original teacher marking.

Teachers must share the raw marks with students before they are submitted to the awarding body. If you then have any concerns about the procedures used in the marking of the work, then please contact the Examinations Officer for details of the appeals procedure (see 5.1).

On-Screen Examinations

Some assessments may be completed on a computer. The same examination rules and regulations apply to these as to written examinations or assessments.

Awarding of Grades for GCSEs and Other Qualifications

For all qualifications, the final grade is made up of the marks from all the individual units, both examinations and non-examination assessments.

In summer 2021 all GCSEs will be the new linear examinations for which students will be awarded a grade from 9 to 1 (except Combined Science, which will be a double grade e.g. 5-5). The final grade only will be reported.

For the BTEC in Sport qualification, grades from Distinction* to Level 1 Pass are still in use.

3. Examination Guidance for Students

If you have any problems or queries about the arrangements for your examination(s) please contact the Examinations Officer (Mrs Tonkin) in the Examinations Office.

Your examination timetable

A summary timetable for the summer 2021 GCSE examinations will be included with an updated version of this handbook in Year 11. Soon after the examination entries have been made (late February) an individual timetable listing all the examinations you will be sitting will be given to you. It will tell you which examination is on which day, whether it is in the morning or afternoon and the length of the examination. You must check your timetable carefully to be sure you have been entered for the right examinations. Ask your subject teachers if you are not sure. If you have any other queries, please see the Examinations Officer.

As well as your external examination timetable you will also be given a statement of entry showing all the units you have been entered for. You should check that the name shown on these printouts is your correct legal name as you would like to appear on your certificates.

Nearer to the time of the examinations you will be given another copy of your timetable with room and seating information. This copy may also have specific examination starting times for you.

Can I sit my examination at another time?

The dates and times of all the written examinations are set nationally and can therefore **only** be sat at those times. Please make sure that you do not make any appointments, medical or otherwise, for the examination times.

What happens if I have 2 examinations in the same session?

If you have two examinations in the same session (AM or PM) this is called a clash and will be resolved on your personal timetable. This means you will be taking one of the examinations earlier or later than other candidates sitting the same examination.

To ensure that the examination is fair to everyone, the JCQ regulations require you to be kept apart from the other candidates, have no access to your mobile phone or the internet and remain supervised until you have completed both examinations.

You will be given more detailed instructions if this situation applies to you.

Which room will I be in?

Before the examination season starts, you will be given an updated timetable indicating which room you are in and your seat for each examination.

At least a day before each examination a final list, with all candidate names and the room they will be in, is put on the examinations notice board outside the Examinations Office, near the Hall. You should check these lists in case there have been any last minute changes. The lists are also sent to subject teachers and form tutors.

Seating plans for all rooms will also be displayed outside the main examination room prior to each examination.

What time are the examinations?

Morning examinations will usually start at 09:00am and afternoon examinations at 13:15pm. The actual times will depend on any revision/warm-up sessions and also the length of afternoon examinations as we try to ensure that they can be completed before the end of the college day. If you might finish later because you are entitled to extra time, transport home will be arranged, if necessary.

Revision/warm-up sessions

Revision sessions may be offered in the lead up to the examinations. Detailed information will be provided nearer the time.

These may be concentrated sessions involving several lessons, or, on the day of the examination, just a short session to get you thinking about the subject of the examination you are taking.

Who runs the examinations?

All external examinations are supervised (invigilated) by people who are specially employed for this job and are not teachers at the college.

The invigilators are responsible for making sure that the examination is run according to the JCQ regulations. They are also there to ensure good behaviour from candidates, to answer any queries you may have and help you with any problems.

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

The invigilators are not allowed to help with any part of the examination, read any words or provide any explanation other than the instructions on the front of the paper.

If you do need any help or support during an examination (e.g. a new pen, additional paper, you have a problem with a wobbly desk, you feel ill) please raise your hand fully so the invigilator can see it, then wait for someone to come and assist you.

Uniform, Equipment, Food and Drink

You are expected to wear your full uniform for all examinations.

You are encouraged to bring your own equipment with you to examinations, such as pens, pencils and calculators. They should be placed on your desk in a clear see-through bag/pencil case. This is so the invigilator will be able to check that you have nothing else on your desk that could be used to help you.

You must write in black ink, unless the instructions on the front of the question paper say otherwise.

You should not bring food in to the examination room but you may bring a small clear plastic bottle of water, with no labels.

Make sure you leave any revision notes or other unauthorised materials (e.g. mobile phone, smartwatch, iPod) in your bag. You may bring a standard wrist watch into the examination room but it **must** be placed on your desk before the examination starts.

Start of the Examination

If possible, leave all bags and coats in your locker; if they are brought to the gym they must be left in the changing rooms and in other examination rooms they must be left at the front of the room or wherever instructed by the invigilator.

Please make sure you are **at the examination room 10 minutes before the examination is due to start** and wait quietly outside. The invigilator will tell you when you can enter the room.

As soon as you enter the room you are under examination conditions and must obey the rules. This applies until you have left the examination room. In particular, you must **not** communicate with any other candidate.

Please ensure you sit in your allocated seat. Your desk will have a label showing your photograph, legal name, the centre number and your candidate number. Please ensure that this label remains face up as the invigilators will use these to assist in verifying your identity. You will need to write these details as printed on the front of your answer paper; **preferred names must not be used**.

During the Examination

Analogue and digital clocks are provided to help you manage the time you have for examinations and the start and finish times are displayed in the examination room. Please let the invigilator know if you cannot see a clock or the start and finish time information. The invigilators are not allowed to give you any warnings about the time, how long to spend on a section or how much time is remaining generally. The only exception is that a warning will be given 5 minutes before the end of the examination.

If you have any questions or any problems, raise your hand fully to attract attention and ask an invigilator – they are there to help and support you. You must only leave the examination room with permission and you must be accompanied.

It is your responsibility to write clearly and legibly in your examinations, to ensure that your work can be read and marked.

All rough work/notes must be made in the answer booklet as any written work completed during the examination must be sent to the awarding body. Cross out (neatly) anything you do not want to be marked.

If you need additional answer booklets, please make sure you fill in the details on the front and number your answers clearly. You will be given instructions about how to attach these to your examination script.

If you feel unwell or become ill during an examination you **must** let an invigilator know and you **must** also see the Examinations Officer at the end of the examination. We may be able to notify the awarding body and request special consideration for you, however we cannot accept any claims of illness after you have left the examination.

Mobile Phones/Smartwatches

Ideally mobile phones/smartwatches should not be taken to examinations, however if you do take one with you it must be switched off (not on vibrate), with any alarms deactivated and then left in your bag or handed to the invigilator. It must **NOT** be anywhere near you. **Awarding bodies regard phones in examinations as an attempt to cheat and will always penalise a candidate reported to have one on their person, even if it is switched off.** The minimum penalty is to get zero marks for the examination.

Standard wrist watches may be brought into examinations but they **must** be placed on the desk before the examination starts.

Calculators

You are encouraged to bring your own calculator for examinations which state that they may be used. You are responsible for ensuring that your calculator meets the JCQ regulations (see 6.0).

End of the Examinations

It is the college policy that everybody stays in the room until the end of the examination in order not to disrupt other candidates or make other candidates feel under pressure to rush through the paper. Candidates who are entitled to extra time must stay until the normal finishing time of the examination and are encouraged to use their extra time. However, they may be allowed to leave when they have used as much of their extra time as required.

If you finish early you are advised to spend the time checking your work. You must remain seated in silence. You are under examination conditions until you have left the room at the end of the examination.

What to do if you arrive late for an examination

If you arrive at college late for an examination you must report to Reception immediately. They will contact the Examinations Officer who will meet you and escort you to your seat, making sure that you have had the appropriate briefing.

It is your responsibility to arrive on time for your examinations. Oversleeping, misreading the timetable or missing a bus are not considered acceptable reasons for being late or for missing an examination.

If you arrive very late for an examination (after 10am or 2:30pm) we will allow you to sit the examination but we will need to provide a detailed explanation of the circumstances to the awarding body. It is possible that the awarding body will refuse to accept your paper if we cannot provide evidence that the security of the examination has not been compromised. For this reason, if you are likely to be late, please contact the Examinations Officer as soon as possible and we will advise you what to do. This may involve ensuring that your mobile phone is switched off as early as possible and that you are supervised until you arrive at college. We will make sure that you have the full time allowed for the examination.

What to do if you feel unwell or are ill on the day of an examination

It is important that you attend all your examinations if at all possible, so it is vital that you telephone the Examinations Officer at the college as early as possible if you think you are too unwell to attend an examination. You will be advised as to what you need to do depending upon the circumstances. You may be asked to attend college and attempt the examination, attend college so that the Examinations Officer can confirm that you are not able to sit the examination, complete a form confirming the nature of your illness or possibly get a letter from your doctor to confirm that you were too ill to attend.

If you do attend an examination but feel disadvantaged due to illness or other circumstances on the day of the examination, please speak to the Examinations Officer before the examination starts. We may be able to make special arrangements for you on the day or request special consideration from the awarding body (although there is no guarantee it will be accepted). It is important, however, that we see you on the day of the examination so that we can assess the situation accurately.

Other difficulties

Sometimes students experience other personal difficulties (apart from illness) before or at the time of the examinations. If you have any concerns or difficulties, please speak to the Examinations Officer or your Head of Year who can talk to you about what arrangements can be made to support you during your examinations. We cannot do this after the examinations, however, so please make sure you get in touch as early as possible.

What happens if you miss an examination?

Candidates are granted special consideration for absence from an examination only in exceptional circumstances. If you miss an examination without a good (usually medical) reason, then it is likely that you will not receive any marks for that paper and possibly no result for that subject. In addition, an invoice will be issued by college for the full cost of the examination entry.

What happens in the event of an emergency in the examination room?

In the event of the fire alarm sounding during an examination, you should remain silent and seated and wait for instructions from the invigilator. If the room is to be evacuated you should leave the room quietly, leaving your examination paper on your desk and taking no possessions with you. You will be escorted to the Junior Yard to be registered. You will continue to be supervised by the invigilators and you will remain under examination conditions so you **must** not communicate with the other candidates. When possible, you will return to the examination room and complete the examination. The circumstances will be reported to the awarding body so that they can take the disruption into account when marking the papers.

If any other incident occurs, you should again remain seated and silent and wait for instructions.

Candidates with access arrangements

If you have access arrangements of some kind for your examinations (e.g. a reader or use of ReadWriteGold, extra time, a word processor, rest breaks, coloured papers) the SENCO and Examinations Officer will discuss this with you and advise how this will be implemented.

If you are seated in a smaller room and/or have extra time, this will be shown on your personalised timetable. On some occasions your examinations may start earlier than for the majority of students to allow you to complete the examination prior to the end of the college day. If necessary, you will be allocated an earlier lunch break. We will assist with transport arrangements home should an examination for which you are permitted extra time finish after the end of the college day.

Please be aware that access arrangements must be your normal way of working. If you do not make use of the arrangements awarded, these may be taken away from you either for specific subjects or for all examinations.

If you are entitled to extra time, please consider how best to use this time. If you need any assistance with this prior to the examinations, please speak to your subject teacher. On the day of the examination, you will be advised to stay for the full duration of your extra time.

If you are permitted to use a word processor for your examinations, then a computer or laptop will be provided for you, which will be set up to meet JCQ requirements. The spelling and grammar check, predictive text and thesaurus will be disabled.

You will be advised how to save your work and are advised to save it regularly. A header or footer is required on all your work, containing the centre number, your name, your candidate number and the unit or paper number for identification purposes. You are advised to use a minimum of 12pt font and double spacing in order to assist examiners when marking. Each page must be numbered.

At the end of the examination your work will be printed and you must verify that it is your work and add any of the above information which is missing before you leave the examination.

Suspected malpractice (cheating)

Malpractice (cheating) is any act which is a breach of the JCQ regulations or which compromises an assessment or examination. It can occur during the preparation of non-examination assessments or during a written or online examination.

For non-examination assessments, the most common causes of malpractice are copying other people's work or allowing your work to be copied (work must be your own) or posting written work or pictures of practical work on social media.

Probably the most common causes of malpractice in the examination room are possession of a mobile phone or other unauthorised materials (e.g. smartwatch, revision notes), communicating with another candidate or being disruptive.

Please be considerate of other candidates and do not disrupt the examination with poor behaviour or by attempting to make contact with another candidate. Sit in silence if you are not working and do not turn around in your seat.

The invigilators have a responsibility to identify possible cases of malpractice and we have a responsibility as a centre to report any such instances to the awarding body concerned. Details of the possible penalties, which range from a warning to loss of marks to disqualification, are given in section 7 of this document.

Availability of examination information

General examination dates are shown on the college calendar which is accessible from the college website (www.risedale.org.uk).

Contact information, a copy of this handbook, examination timetables and other information can also be found on the Exam Information page of the college website.

Once entries have been made for examinations, Individual timetables are also available on MyChildAtSchool.

4. Results and Post Results

4.1 Results Day

A printed copy of your provisional GCSE results will be available on GCSE results day in August 2021. This will be sufficient for registration at sixth-form colleges.

Results may be collected from the Hall from 09.00 am onwards. You will be asked to sign to confirm that you have received your results.

Mr Yates, Vice Principal (Exams and Curriculum) will be available in person on results day and by email after that for any discussions about results, post results services (see below) and college applications.

If you are unable to come into college that day and would like someone else to collect your results, you will need to provide a signed written note (which will be retained in college) stating that you give your permission for your results to be collected together with the name of the person authorised to collect them and their relationship to you. The person collecting the results will need to provide proof of identity and sign to confirm that they have collected them. Your results will be given to them in a sealed envelope.

Any results that have not been collected by 4pm that day will be posted out first class to your home address. Please ensure that you notify the Examinations Officer of any change of address in advance.

No results will be provided by telephone. If you will be unable to collect your results on the day and would like to provide a personal email address, we will endeavour, time permitting, to email your results to you on results day as well as posting them.

4.2 Post-Results Services

4.2.1 Services and fees

The awarding bodies offer several post-results services: clerical re-check, review of marking, review of moderation and access to scripts for teaching and learning.

A clerical recheck relates to a check that the marks awarded for each question have been added up correctly.

A review of marking relates to the review of a paper by a more senior examiner in order to confirm that the marking criteria for the paper have been applied correctly. The paper itself is not remarked; as long as the marking is in tolerance the marks will not be adjusted. This can be requested for any paper or combination of papers for a subject.

A review of moderation relates to a review of the sample of non-examination assessment work submitted to the awarding body following internal marking by the college. The work of a single candidate cannot be reviewed independently, only the whole sample.

Access to a script may be requested to see how marking was applied or how questions were actually answered. These can be useful for the college to use in teaching and learning situations with other students.

It is important to note that reviews can lead to marks and grades staying the same, going up or even going down. For this reason, the candidate must give permission for any requests to be made. The likelihood of mark/grade changes will influence whether or not college would support a student/parent request.

Students must also give permission for college to request access to a script for teaching and learning purposes (e.g. as a model answer) and can request that the script be anonymised if permission is granted.

Student permission for any service can only be requested after results have been received. The costs for each service can be obtained from the Examinations Officer.

The deadline for enquiries about results is usually 21st September and for access to scripts 4th October.

4.2.2 Enquiries requested by college

Teaching staff at college will review all results and consider whether or not there is any merit in making any of these enquiries. If they believe that there has been an error in the marking for one or more students, they will ask the Examinations Officer to submit the relevant enquiry.

For a clerical re-check or review of marking the student's permission is required as the marks, and therefore grade, may go up, remain unchanged or go down. You will be asked to sign a form explaining this and giving your permission before the enquiry is submitted (either in person, by post or by email). The college will pay the relevant fees for any such enquiry.

If a teacher would like to request a copy of your script to use as an example to help with the teaching of other students we will contact you and ask you to sign a form (in person, by post or email) giving your permission and also indicating whether or not you would like your name and candidate number to be removed from the script. You have the right to refuse permission. College will pay the relevant fees for copies of scripts they request.

We may only request your permission to submit an enquiry or access your scripts after you have received and viewed your results. To make the enquiries process easier, students will be offered the opportunity, on results day, to complete forms giving your general permission for college to submit requests for reviews of marking and access to scripts. Students will be informed if, subsequently, enquiries are made. At the same time, with your permission, we will also collect a personal email address to make it easier to get in contact with you at a later date, either to request permission or to let you know the progress of any enquiry made. Although the relevant forms will be attached to any email sent out, permission just received in writing by email is acceptable.

4.2.3 Enquiries requested by a student/parent

Enquiries about results cannot be submitted directly to an awarding body by a student or parent. If a student or parent is concerned about a mark or grade, this should initially be discussed with the subject teacher and Mr Yates or the Examinations Officer.

If you would then like to request a review of marking, the post results service request form should be completed and submitted to the Examinations Officer. These forms will be available on results day or can be requested from the Examinations Officer subsequently.

If the college decides to support the request, the student will be asked to complete the permission form, the enquiry will be submitted and the college will pay any resulting fees.

If the college does not support the request, then the student/parent will be advised of the reason for this. The request can still be submitted but the student/parent will be advised of possible costs (these are refunded should the enquiry result in a grade change) and will be required to pay those costs as well as signing the form to give permission before the enquiry is submitted.

If the student/parent wishes to appeal against the college's decision not to support the enquiry, then please contact the Examinations Officer for details of the appeals procedure (see 5.2).

4.2.4 Outcome

The student will be contacted directly by college to report the outcome of any enquiry, whether initiated by the college or requested by the student/parent.

If the student/parent is not satisfied with the outcome of an enquiry this must initially be discussed with the Examinations Officer as an appeal may be made to the awarding body, but only by the

centre. If the centre finds no grounds for an appeal (which can only be on procedural grounds and not dissatisfaction with the outcome) and the student/parent is not in agreement with this decision they should contact the Examinations Officer for details of the college internal appeals procedure (see 5.3).

4.3 Examination Certificates

Examination certificates will arrive in college in early November 2021. They will then be checked and a letter will be sent out in the middle of November informing you when your certificates and art and/or design and technology work can be collected from college.

When you collect your certificates you will be required to sign for them. If you are unable to collect your certificates in person and would like someone else to collect them you will need to provide a signed written note (which will be retained in college) stating that you give your permission for your certificates to be collected, together with the name of the person authorised to collect them and their relationship to you. The person collecting the certificates will need to provide proof of identity and sign to confirm that they have collected them. Your certificates will be given to them in a sealed envelope. An appropriate permission slip will be attached to the notification letter for you to use.

If you move house before this date, please let the Examinations Officer have your new address so that you can be notified or your certificates sent on to you.

If your certificates are not collected they will be put into the college archive and stored.

Please take good care of your certificates as, apart from your electronic personal learning record (details provided with your certificates), they are the only legal proof you have of your qualifications.

If your certificates are lost or destroyed they can only be replaced by the Awarding Bodies on the payment of a fee and with proof of identity (Awarding Bodies will issue a "Certifying Statement of Results").

5. Appeals

5.1 Appeals against Internal Assessment of Work

Some work which contributes to your final examination grade is carried out in college and is assessed internally e.g. non-examination assessments and BTEC coursework. The college is committed to ensuring that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents for the qualification concerned. Work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity.

Marks will be given to you after the work has been completed and marked but before they are submitted to the awarding body. No grade will be given, as the mark boundaries are only determined after all the work has been marked and moderated nationally.

If, when you receive your marks, you feel the process may not have been carried out fairly in relation to your work you may request a review of the internal marking. You may request additional materials to help you decide what to do. The request must be made in writing to the Examinations Officer.

A copy of the appeals procedure (Internal appeals relating to external qualifications policy), which contains the appeal form, can be found on the college website or obtained from the Examinations Office. A copy of the BTEC appeals procedure can be obtained from the PE department. Please note this is only an appeal against the process and not the actual mark.

5.2 Appeals Relating to Post Results Services

If a student/parent wishes to appeal against a college decision not to support their request for a post-results service enquiry, then they should contact the Examinations Office for a copy of the appeals procedure (Internal appeals relating to external qualifications policy).

5.3 Appeals Following the Outcome of an Enquiry about Results

If a student/parent wishes to appeal against a college decision not to support an appeal about the outcome of an enquiry about results, they should contact the Examinations Officer for a copy of the appeals procedure (Internal appeals relating to external qualifications policy).

6. Use of Calculators in Examinations

Calculators will be provided for use in examinations, however students may use their own scientific calculators. Students should ensure that they are familiar with the use of the calculator to save time in the examination.

Student must be aware of the JCQ regulations about the use of calculators, as follows:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. If a calculator is taken into an examination which excludes the use of a calculator, this will be considered as possession of unauthorised material and therefore malpractice and will be reported to the awarding body.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Calculators must be: <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 which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;● be borrowed from another candidate during an examination for any reason;*● have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

* An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

If the lid or case of a calculator includes any printed formulas or instructions, then the lid must be removed and left in the candidate's bag or handed in to the invigilator.

7. Malpractice

Malpractice is any act, default or practice which is a breach of the JCQ regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

Malpractice can occur during the course of any examination or assessment, including the preparation and authentication of any non-examination assessments, the presentation of any practical work, the compilation of any portfolios of assessment evidence and the writing of any examination paper.

For non-examination assessments, the most common causes of malpractice are copying other people's work or allowing your work to be copied (work must be your own) or posting written work or pictures of practical work on social media.

Probably the most common causes of malpractice in the examination room are possession of a mobile phone or other unauthorised materials (e.g. smartwatch, revision notes), communicating with another candidate or being disruptive.

The college has a responsibility to investigate and report any case of suspected malpractice to the awarding body, who will then apply the relevant penalty. In particular, the awarding bodies apply a zero tolerance policy to the possession or use of mobile phones in an examination.

Penalties for possession of a mobile phone

The JCQ regulations define the following penalties for possession of a mobile phone in an examination.

Not in the candidate's possession but makes a noise in the examination room	Penalty 1 – Warning
In the candidate's possession, but no evidence of it being used by the candidate	Penalties 2-4 – Loss of marks for component
In the candidate's possession and evidence of it being used	Penalties 5-9 – Disqualification

Examples of malpractice

The following are all examples of candidate malpractice, all of which attract a penalty:

- being in possession of unauthorised material in the examination room, for example: revision notes, own blank paper, calculators (when prohibited), iPods, mobile phones, MP3/4 players, Smartwatches or similar
- altering any results document, including certificates
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the integrity and security of the examinations or assessments
- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of IT to aid the copying) or allowing your work to be copied
- the deliberate destruction of one's own or another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- verbal or written communication between candidates while under examination conditions
- use of social media to obtain or share assessment material

- making a false declaration of authenticity - using someone else's work and declaring it to be your own
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, non-examination assessments or portfolios
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- plagiarism: unacknowledged copying from published sources, including the internet, or incomplete referencing
- theft of another candidate's work
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor

Penalties for malpractice

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

- **Penalty 1 - Warning**
The candidate is issued with a warning that if the offence is repeated within a set period of time, further penalties will be applied.
- **Penalty 2 - Loss of marks for a section**
The candidate loses all the marks gained for a section of the work. (A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.)
- **Penalty 3 - Loss of marks for a component**
The candidate loses all the marks gained for a component (linear qualifications)
- **Penalty 4 - Loss of all marks for a unit**
The candidate loses all the marks gained for a unit.
- **Penalty 5 - Disqualification from a unit**
The candidate is disqualified from the unit and therefore cannot certificate in that series.
- **Penalty 6 - Disqualification from all units in one or more qualifications**
If circumstances suggest, penalty 5 may be applied to other units taken during the same examination or assessment series.
- **Penalty 7 - Disqualification from a whole qualification**
The candidate is disqualified from the whole qualification taken in that series or academic year.
- **Penalty 8 - Disqualification from all qualifications taken in that series**
If circumstances suggest, penalty 7 may be applied to other qualifications.
- **Penalty 9 - Candidate debarral**
The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above, if the circumstances warrant it.

The college may also choose to take further action in the event of candidate malpractice.

Further details, with examples of malpractice and the penalties that are applicable to candidates, are given in Appendix 5 of the JCQ publication "Suspected Malpractice – Policies and Procedures", a copy of which is available from the Examinations Officer or can be found on the JCQ website.

8. JCQ Notices for Candidates

The next few pages of this handbook are copies of notices issued by the Joint Council for Qualifications (JCQ is the single voice of the awarding bodies offering the majority of the UK's qualifications) which every student **must** be aware of.

- **Warning to Candidates (dated 2014)**
This outlines the musts and must nots as a pre-examination warning to candidates as set by the JCQ for examinations.
- **No Mobile Phones (dated 2017)**
A reminder that mobile phones, iPods, MP3/4 players, smartwatches or any other technological/web enabled sources of information are not permitted in examinations.
- **Information for Candidates: Using social media and examinations/assessments (dated 2018)**
This outlines malpractice and penalties for inappropriate comments or posts when referring to examinations/assessments using social media and the internet.
- **Information for Candidates: Non-examined Assessments (dated 2019)**
This notice tells you about some things that you must, and must not, do when you are completing internally assessed work which counts towards your examinations.
- **Information for Candidates: Written Examinations (dated 2019)**
This outlines the rules as set by the JCQ to be observed when taking written examinations.
- **Information for Candidates: On-screen Tests (dated 2019)**
This outlines the rules as set by the JCQ to observe when taking on-screen examinations.
- **Information for Candidates: Privacy Notice (dated 2019)**
This outlines how the JCQ awarding bodies will process your personal data.



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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

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-office/information-for-candidates-documents>





This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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

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

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

If 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 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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; 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. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2019

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"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. <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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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 formulas; 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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> 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

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.