An Introduction

There are many rules and regulations that everyone has to follow in preparation for school exams. The examinations which you are soon to sit have not been arranged by the school but by the examination boards to be taken by thousands of young people from across the country - taken at the same time, on the same date, for the same length of time.

Key people in the school have an important role to play in ensuring that:

- Each candidate (that’s you) has an equal opportunity to demonstrate their abilities
- Each exam is well organised, runs on time, is well supervised and secure at all times. This includes before, during and after the examination.
- There is no cheating or malpractice and that no one is disturbed during the examination.

The key people are:

- **Examinations Officer**
  Mrs Kirk is in charge of all examinations. The exams officer is responsible for organising exams, issuing you with timetables, seating plans, candidate numbers and answering any of your exam queries. Mrs Kirk is based in the Assessment office near the main hall during exams or the Data office outside of exams times.

- **The Invigilators**
  These are very important people and are members of RCS staff. It is their job to ensure that everything runs smoothly during the exam. This team must be given the same respect as you give teachers and are there to support you throughout from issuing papers, giving instructions and tending to your needs. They have authority to take action with any student who does not follow the examination procedures.

- **Subject Leaders/teachers**
  As well as working with you for many months to prepare for the examination, departments will offer revision sessions up until the examination.

- **Readers/Scribes**
  For some examinations some of you will be entitled to support from adults to help you read the instructions on the paper or write your responses. Readers and scribes are not allowed to do the exam for you.
  By reading and following the guidance set out in this booklet you will be doing your bit to ensure that the examinations run smoothly and that you get the best opportunity to perform to the best of your ability during each examination.

For many students this will not be the first time that you have taken exams under examination conditions, but for others it may be the first time you have had to prepare and experience large nationally arranged examinations.

Examinations are crucial procedures to provide you with a chance to prove your understanding and ability in a subject and attain the grades you deserve. Therefore, they must be taken seriously.

**Good Luck!**
Preparing for the Examinations

Revision

Everyone has their own way of revising which is best for them. Here are just a few top tips.

1. Find a calm environment

Everyone finds it easier to concentrate if they feel calm. If you have enough space in your bedroom clear yourself a small revision area and ask your friends and family to keep out while you are studying. If you can’t find any peace at home, visit the library – it should be quiet and you can access the internet and any books you need to revise without spending any money.

2. Plan your revision carefully

Trying to learn a whole subject in one go is only going to make you panic. Break down the area you’re going to be tested on into small, easy chunks and then work out a revision timetable.

3. Make your own revision notes

Condense the information you have into essential points. You need to understand the topic in order to summarise the information which is why this is such a good way to help you learn. Make your revision notes easy to read and remember with lots of bullet points and different colours.

4. Eat and sleep well

It’s much easier to concentrate if you’re well rested – so don’t keep working when you’re tired. Try to eat regular meals and healthy food. Too much sugar and caffeine might affect your concentration.

5. Practise with old exam questions and use internet revision sites

Ask teachers for past papers you could practice on - you could even see if they will check over your answers. Try to reproduce the exam situation by completing the exam papers in the same amount of time you’ll be given on the exam day.

6. Take breaks

Take frequent breaks and work in short bursts. There’s a limit to how long you can concentrate for. Have short rest breaks from studying every 30 minutes or so – this will keep your mind fresh and more able to take in information.

BEFORE THE EXAMINATION
1. Display your personal examination timetable so that everyone can see it at home. Check it carefully and know your candidate number

2. Check the seating plans (on the windows by the diner hatch near main hall), note the examination room you will be in and your seat number.

3. Make sure you are aware of any clash arrangements

**ARRIVAL FOR THE EXAM**

1. Arrive to the examination room at least 15 minutes before the published start time if the exam

2. Check your seat number and candidate number

3. Have your equipment ready (remember see through pencil cases only). Clear water bottles without labels can be taken into the room.

4. **Leave all electronic equipment at home (including your phone).** If you have it remove it AND switch off mobile phones, iPod’s, MP3 players, iWatches and any other electronic devices and either
   - Place them in your bag
   - If you have no bag, hand your phone/smart watch in and we will give you a ticket to claim back at the end of the exam. **Remember** if you hand your phone in you do so at your own risk, school cannot be held responsible for any damage.
   - **Smart watches are not permitted in exams; wrist watches may be placed on your desks but must NOT be worn.**

5. If you’re sat in the sports hall Line up on the courts in your rows and wait for instruction to enter

6. Leave all bags, coats and non-exam equipment at the side of the sports hall/main hall or room you are sitting your exam in.

7. **You must ENTER THE EXAMINATION IN SILENCE AND REMAIN SILENT UNTIL THE END OF THE EXAM. YOU MUST NOT ATTEMPT TO COMMUNICATE WITH OTHER STUDENTS OR TURN AROUND ONCE SEATED. YOU MUST CONTINUE TO FACE THE FRONT DURING THE EXAM AND WHEN THE EXAM HAS FINISHED.**

**IF YOU ARE LATE**

1. You must take action to get into school immediately (do not delay, you may still be able to sit the exam during that exam season)

2. Report to attendance immediately

3. Attendance will contact a member of the exams team who will advise what to do.

**REMEMBER: GOOD ORGANISATION AND FORWARD PLANNING WILL PREVENT LATENESS. IF YOU ARE VERY LATE YOU WILL MISS THE OPPORTUNITY TO TAKE THE EXAM. YOU WILL NOT HAVE THE OPPORTUNITY TO RESIT THESE EXAMS DURING THE SUMMER.**

**IF YOU FEEL UNWELL**
1. If you can make it in to sit the exam, then make every attempt to do so

2. If you cannot attend due to illness **YOU MUST RING SCHOOL** and inform the attendance office immediately – do not wait until the start of the exam.
3. You must obtain a medical note from your doctor which we will use to inform the exam board

**STARTING THE EXAMINATION**

- An exam should be treated as being in progress from the time you enter the room until you leave the room.
- Ensure your candidate card is visible on the desk at all times.
- Listen to the invigilator/exams officer and follow their instructions at all times.
- Do not talk at any time
- Do not open the question paper until you are told to do so
- Do not write on your paper until you are told to do so
- Tell the invigilator at once if you think you have been given the wrong exam paper or have not got the support material listed on the front of the paper
- If you need anything you should put up your hand and **NOT** talk to any other students

You must:
- Write in black ink
- Write your **LEGAL** name, candidate number and unit/component code on the paper
- Do all work, including rough work on examination stationary unless otherwise stated
- Write answers in the designated sections of the booklet
- Neatly cross through rough work but do not make it illegible as it will be sent to the examiner
- **Not** use correction fluids or pens (**HIGHLIGHTERS MAY BE USED ON THE QUESTION PAPER**) 

**DURING THE EXAM**

1. Read the instructions and questions carefully and do not panic!
2. If you need any equipment or more paper, put your hand up
3. **DO NOT WASTE TIME** – if you finish your paper early go back, check through again and again (pick up on any careless errors and extend your answers) Do not just sit there.
4. If you finish the exam early before the published finish time you will **NOT** be allowed to leave

**FINISHING THE EXAM**
1. You will be instructed to stop working and put pens down
2. You must REMAIN IN SILENCE. There may be another exam in the same room still continuing
3. You must listen to the instructions from the exams officer/invigilator
4. Ensure any exam or candidate continuing in the room are not disturbed
5. You will be dismissed in rows – IN SILENCE

WHAT TO DO IF YOU HAVE AN EXAMS CLASH

Sometimes because nationally there are so many exams taking place, more than one exam may be timetabled at the same time. This might affect you. If it does, you will be informed shortly after receiving your timetable. Provision will have been made for you to sit the exam at a different time during the scheduled day of the exam.

You will not be disadvantaged in any way

You will however have to be supervised by members of staff during the time between the exams. If supervision extends over lunchtime you must ensure you bring your lunch with you. You will be given somewhere quiet to sit so that you can relax or do some last minute revision. You will not be able to communicate with anyone in between time, either in person or by phone just in case they have already taken the exam you’re about to take! If you have any further questions, please see Mrs Kirk in the exams office.

What happens in the event of an emergency in the exam room

If the fire alarm sounds you will be asked to stop working immediately and a note of the time will be taken, we will quickly determine whether it is a false alarm or whether there is a need to evacuate.

If it’s a false alarm, you will be instructed when to start writing again and the additional time will be added to the end of the exam

If there is a need to evacuate you will be instructed to leave in SILENCE, remaining under exam conditions and line up in your seat numbers at the far end of the top tennis courts. Failure to remain silent will be classed as malpractice and must be reported to the exam board which could result in potential loss of marks in that particular paper, loss of marks for all papers in that subject or a ban from all subjects with that examination board.
A clear pencil case with equipment is provided for you however you may bring your own equipment if you choose to but you must follow the below guidance:

<table>
<thead>
<tr>
<th>What MUST be brought into the examination room</th>
<th>What MUST NOT be brought into the examination room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td><strong>Equipment/Other</strong></td>
</tr>
<tr>
<td>1. A black Pen (plus spares)</td>
<td>1. ELECTRONIC DEVICES e.g. MOBILE PHONES, Ipods, MP3/4 players, I watches, smart watches or any other electronic equipment *</td>
</tr>
<tr>
<td>2. A pencil (plus spares)</td>
<td>2. Notes or information leaflets/writing on hand*</td>
</tr>
<tr>
<td>3. A ruler</td>
<td>3. A blue coloured pen</td>
</tr>
<tr>
<td>4. A rubber</td>
<td>4. Correction pens, fluid or tape, (highlighters and pale coloured gel pens must not be used on your answer booklets, although highlighters CAN be used in question booklets)</td>
</tr>
<tr>
<td>5. A pencil sharpener</td>
<td>5. Dictionary (unless issued by the invigilator)</td>
</tr>
<tr>
<td>6. A calculator (where appropriate) without the case</td>
<td>6. Bags/Coats</td>
</tr>
</tbody>
</table>

If you bring a watch you must place this on the desk in front of you.

All equipment must be stored in a see-through pencil case.

**MOBILE PHONES MUST NOT BE TAKEN INTO THE EXAM ROOM – LEAVE THEM AT HOME.**

<table>
<thead>
<tr>
<th>Dress Code</th>
<th>Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The full RCS uniform must be worn to every examination. In the case of hot weather invigilators will advise once in the examination room. Usual high standards are expected</td>
<td>Any non-uniform items will be confiscated. Those not following school uniform rules will be sanctioned.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refreshments</th>
<th>Refreshments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Drinking water is permitted</td>
<td>1. Food, sweets, chewing gum</td>
</tr>
<tr>
<td>2. Water is to be kept in a plastic bottle with label removed.</td>
<td>2. Fizzy drinks</td>
</tr>
</tbody>
</table>

**PROTECT YOURSELVES**

Remember: the possession of any unauthorised equipment or material is breaking the rules, even if you don’t intend to use it and you will be subject to penalty and possible disqualification if a phone or electronic equipment is taken in to the exam room and/or goes off at any point. Breaking these rules is considered cheating and the school and exam board are obliged to take action.

**MALPRACTICE**
Malpractice is an 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 the qualification of the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

**Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?**

- Altering results documents, including certificates
- A breach of the instructions or advice given by an invigilator, or awarding body in relation to the examination rules and regulations.
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the exam room
- Talking in the exam room
- Written communication between candidates
- Taking unauthorised notes into the exam room
- Using permitted notes/books that have been over annotated
- Including inappropriate or offensive material in scripts or coursework
- Plagiarism – Copying from published sources (including the internet)
- Theft of someone else’s work (project or coursework) to pass off as your own
- Possessing a mobile phone (even with the SIM card or battery removed), or MP3, iPod etc whilst in the exam room or supervision room
- Leaving the exam room unescorted before the end of the exam or supervised period

**Results**

GCSE results will be released to students on Thursday 20\(^{th}\) August 2020.

You will be able to collect them from the main hall between 9:00am-11:00am

If you are on holiday or you are unable to collect your results yourself you have the options below:

**Authorise someone to collect on your behalf:**

Nominate someone else (e.g. a member of family or a friend) to collect student results for them. You will need to write and sign a letter giving the named person permission to collect the results on your behalf. The nominated person MUST bring the letter and proof of identity with them – Results will not be given out without your written consent

**Post Home:**

You should bring an A5 stamped self-addressed envelope, to the exams office before Friday 17th July for results to be posted home.

**Collect later:**

School reception will be closed over the summer holidays. Therefore, uncollected results will not be available until 7\(^{th}\) September 2020.
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 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.
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/

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).
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.

<table>
<thead>
<tr>
<th>A Regulations – Make sure you understand the rules</th>
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<tbody>
<tr>
<td>1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.</td>
</tr>
<tr>
<td>2 Do not become involved in any unfair or dishonest practice during the on-screen test.</td>
</tr>
<tr>
<td>3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.</td>
</tr>
<tr>
<td>4 Only take into the exam room the materials and equipment which are allowed.</td>
</tr>
<tr>
<td>5 You must not take into the exam room:</td>
</tr>
<tr>
<td>a) notes;</td>
</tr>
<tr>
<td>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. Unless you are told otherwise, you must not have access to:</td>
</tr>
<tr>
<td>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</td>
</tr>
<tr>
<td>d) pre-prepared templates.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B Information – Make sure you attend your on-screen test and bring what you need</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>2 If you arrive late for an on-screen test, report to the invigilator running the test.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>4 Your centre will inform you of any equipment which you may need for the on-screen test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C Calculators, Dictionaries and Computer Spell-checkers</th>
</tr>
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<tr>
<td>1 You may use a calculator unless you are told otherwise.</td>
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<tr>
<td>2 If you use a calculator:</td>
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<tr>
<td>a) make sure it works properly; check that the batteries are working properly;</td>
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<tr>
<td>b) clear anything stored in it;</td>
</tr>
<tr>
<td>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</td>
</tr>
<tr>
<td>d) do not bring into the examination room any operating instructions or prepared programs.</td>
</tr>
<tr>
<td>3 Do not use a dictionary or computer spell checker unless you are told otherwise.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D Instructions during the on-screen test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Always listen to the invigilator. Follow their instructions at all times.</td>
</tr>
<tr>
<td>2 Tell the invigilator at once if:</td>
</tr>
<tr>
<td>a) you have been entered for the wrong on-screen test;</td>
</tr>
<tr>
<td>b) the on-screen test is in another candidate’s name;</td>
</tr>
<tr>
<td>c) you experience system delays or any other IT irregularities.</td>
</tr>
<tr>
<td>3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E Advice and assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>2 Put up your hand during the on-screen test if:</td>
</tr>
<tr>
<td>a) you have a problem with your computer and are in doubt about what you should do;</td>
</tr>
<tr>
<td>b) you do not feel well.</td>
</tr>
<tr>
<td>3 You must not ask for, and will not be given, any explanation of the questions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F At the end of the on-screen test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ensure that the software closes at the end of the on-screen test.</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>3 Do not leave the exam room until told to do so by the invigilator.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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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.
Information for candidates
Using social media and examinations/assessments

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.

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;
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
http://www.jcq.org.uk/exams-official-information-for-candidates-documents

Effective from 1 September 2018
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

©2014
NO iPods, Mobile Phones, MP3/4 Players, Smartwatches

NO Potential Technological/Web Enabled Sources of Information

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in Disqualification from your examination and your overall qualification.

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

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