



Isle of Wight Education Federation

GUIDANCE FOR STUDENTS & PARENTS

EXTERNAL EXAMINATIONS

Carisbrooke College - Centre No: 59010

Medina College - Centre No:59022

The Island VI Form - Centre No:59024

This information is to help you, with valuable advice for examinations held at the Isle of Wight Education Federation.

**You are required to read this document carefully
and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Office

**PLEASE NOTE THAT EXAMINATION DATES ARE CURRENTLY
PROVISIONAL AND MAY BE SUBJECT TO CHANGE.**

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INTRODUCTION

It is the aim of the Isle of Wight Education Federation to make the exam experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the exam regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (also called examination or exam boards) set down strict criteria which must be followed for the conduct of exams and the Isle of Wight Education Federation is required to follow them precisely. You should therefore, pay particular attention to the **JCQ Information for Candidates - Written Exams 2022-23**, that is enclosed with this booklet and also the **JCQ Information for Candidates - Coursework 2022-23**, **JCQ Information for Candidates - Non-Examination Assessment 2022-23**, **JCQ Information for Candidates - onscreen tests 2022-23**, **JCQ Information for Candidates - Privacy Notice 2021-22** and **JCQ Information for Candidates - Social Media**.

All the JCQ Information for Candidates documents can be found on the JCQ website and on the Isle of Wight Federation websites.

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

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW!**

CONTACT NUMBERS

- If your contact details change please ensure that you inform the school as soon as possible. If you or your parents/carers have any queries or need help or advice at any time before, during or after the exams please contact a member of the exams team, your year head or student services:

The Exams Team

- Sharon Edwards - Exams Officer, Medina College and The Island VI Form, medinaexams@iwef.org.uk or viformexams@iwef.org.uk
- Sophie Norcutt- Exams Officer, Carisbrooke College, carisbrookeexams@iwef.org.uk

Exam Team Phone Numbers

- Carisbrooke College - 01983 550021
- Medina College - 01983 538066
- The Island VI Form - 01983 619303

Main School Phone Numbers

- Carisbrooke College - 01983 524651
- Medina College - 01983 526523
- The Island VI Form - 01983 522886

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMS

Timetables:

All candidates will receive their exam timetable prior to the exam series. Please check that these are correct and that they include the subjects you study. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. Please check that the tier is correct and let your subject teacher or the exams officer know as soon as possible of any omissions or errors.

You must check all the details on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult and costly to change them once certificates are awarded.

Please note that entries are made in your legal name and gender, if there are any changes you must provide legal proof in order for us to make any amendments.

Withdrawal/Non-attendance

If a candidate withdraws from the exam after the exam board final date for amendments, or if a candidate does not attend the exam, without good reason, the candidate/parent/carer will be invoiced the full cost of the exam.

Examination Boards

The Isle of Wight Education Federation uses the following Exam Boards: AQA, OCR, Pearson Edexcel, Eduqas/WJEC and NCFE/CACHE. This list is not exhaustive and may change..

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on exam papers. Please remember it.

UCI/ULN:

Each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it. If you move on to another education provider they may ask for this information.

Identification

All candidates at The Island VI Form must bring their student lanyards with them to exams as a form of identification. If for any reason they do not have their lanyard they must produce another form of photographic identification.

Candidates at Carisbrooke and Medina will be issued with a candidate identification card which will display their photograph, name and four digit candidate number. The candidate number must be entered in all exam papers and additional stationary.

Exam start times

Make sure you know the dates and times of your exams. If you miss a Public Exam **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1.15pm**
-

YOU MUST BE AT THE CORRECT ASSEMBLY POINT 15 MINUTES BEFORE THESE TIMES. YOU WILL BE INFORMED OF THE ASSEMBLY POINT FOR YOUR SCHOOL AT THE START OF THE EXAMS SEASON.

It is your responsibility to turn up on time for the exam so make sure that you and your parents/carers know the dates and times of each of your exams. If you are late for an exam you may not get the full time and the Exam Board may not accept the script, depending on the circumstances. **If you know that you are going to be late, contact the school as soon as possible so that the invigilators will know that you will be turning up late.**

Exam Clashes

Some candidates may have a clash, where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Officer immediately if you think there is a clash on your timetable.

Access Arrangements and Reasonable Adjustments

Access arrangements and reasonable adjustments may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Medical conditions;
- Specific learning difficulties.

All Access Arrangements are processed by the SENCO and must be approved before the exam season begins. Please contact the SENCO if you have any questions regarding access arrangements and reasonable adjustments.

More information can be found on the JCQ website.

Special Consideration

If you are fully prepared for an exam, but are ill, suffer an injury or indisposition on or just before the day of an exam, an application may be made for special consideration for the exam affected. Exam Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctors certificate or complete a self-certification form.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMS.

Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

You must provide all your own equipment unless you have been told otherwise prior to the exam. Borrowing from other candidates is **NOT** allowed under any circumstances.

Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a **clear plastic bag or transparent pencil case.**

The following equipment should be brought to EVERY exam:

- 2 pens – black only (not gel pens)
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons

DURING THE EXAMINATIONS

Exam Regulations

A copy of the **JCQ Information for Candidates - Written Exams 2022-23**, which is issued jointly by all the Exam Boards, can be found on pages 17-18. All candidates must read this carefully and note that to break any of the exam rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Exam board.

Attendance at Exams

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at the designated meeting point 15 minutes prior to the start time of their exam. When sent to your exam room you must wait quietly outside until you are invited to enter by the exam invigilators.
- Candidates who arrive late for an exam may still be allowed to enter the exam room and will be given the full allocation amount of time for the exam. The decision on whether to accept the exam paper of a candidate who arrives late rests solely with the Exam board.
- Full School Uniform must be worn by all candidates attending Carisbrooke or Medina Colleges for exams. No hats or coats should be worn in any centre.
- Candidates at the Island VI Form must wear their student lanyards.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- You must not have anything in your pockets, this includes your timetable.
- Pens should be black ballpoint. Gel pens must not be used. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.
- For Mathematics and Science exams, candidates should make sure that their calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the exam date. Remove any covers (which must NOT be brought into the exam room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the exam room.
- **Candidates must not wear a watch in an exam.** Make sure any watch alarms are turned off and watches are placed in your bag.
- Exam regulations are very strict regarding items that may be taken into the exam room. If you break these rules you will be reported for malpractice and may be disqualified from the exam.
- Mobile Telephones **MUST NOT BE ON YOUR PERSON** even if they are turned off. Mobile phones must be turned off, in your bag and left in the designated area for personal belongings. If you accidentally have one on you, you should leave it with the Lead Invigilator.

- If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future exam.
- No food is allowed in the exam rooms. However, water bottles are allowed in the exam hall if necessary. These **MUST** be clear bottles with a spill-proof cap. There **MUST** be no label or writing on the bottle, this includes logos and measurements.
- Please do not write on exam desks. This is regarded as vandalism and malpractice.
- Do not draw graffiti or write offensive comments on exam papers – if you do the exam board may refuse to accept your paper.
- Do not attempt to communicate with, or distract other candidates.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry. If you believe something is wrong, put your hand up and speak to an invigilator immediately.
- Complete your name, centre number, candidate number and signature (if applicable) on the front of your exam paper, when told to do so.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave the exam room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ensure that your name, candidate number and centre number are clearly written on each sheet of paper, number them if appropriate, and place them inside your answer booklet.
- Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under exam conditions until you have left the room.
- Question papers, answer booklets, additional paper or any other exam materials must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **FIRE ALARM** sounds during an exam the exam invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Close your answer booklet and leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the exam and a report will be sent to the exam board detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the exam rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and members of the Senior Leadership Team. Any abuse towards invigilators must be reported to the exam boards as malpractice.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an exam

- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning to inform us.
- If you have a doctor's note or medical evidence you must send this to the exams office, or complete a Form 14, self declaration form, detailing the reason for non-attendance. Where appropriate the information will be forwarded to the Exam Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can and apply for special consideration.

Please note that the final decision on what special consideration may be applied rests solely with the exam boards.

If in doubt – TELEPHONE THE SCHOOL

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents/carers, or anybody else who might be able to help in an emergency.

If you are late for an exam, your exam paper may not be accepted by the Exam Board.

SUMMER EXAM DATES 2023

Provisional exam timetables for summer 2023 have now been released, with GCSE and A-Level exams expected to take place between 15/05/2023 and 28/06/2023. These dates may still be subject to change.

Please note that vocational qualification exams (BTEC, CACHE, NCFE) are taking place outside of this window.

Exam Contingency Dates

All candidates must be available for exams up to and including the 28th June 2023.

RESULTS

Results Dates

The Department for Education has issued the following dates for release of results in 2023.

A-Levels	Thursday 17th August 2023
GCSEs	Thursday 24th August 2023

Please note that these dates may be subject to change, depending on government updates.

Collection of results

- Results must be collected in person, unless you have made prior arrangements for someone else to collect them for you.
- **You must bring ID with you on results day; this could be VI form ID, bus pass, driving licence, passport, or bank card.**
- If you would like someone else to collect your results on your behalf you must submit your request, in writing, to the exams office, **before the 17th July 2023**, stating who will be collecting the results on your behalf. On results day they must bring their ID with them.
- We cannot issue results over the telephone or by email except under exceptional circumstances, which must be pre-approved by the Head of Centre.
- Any results not collected will be posted by 1st class post at the end of the day.

Further information on procedures for results day will be provided closer to the time.

Statement of results

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists the exams you have taken and any components within the qualification.

A capital letter indicates an OVERALL grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

You may also receive an exam board statement of results depending on which qualifications you have taken.

Please keep your Statement of Results safe as next step education providers or employers will need to see it before your certificates are issued.

Post Results

If you need post-results advice Federation staff will be available on Results Day, and by appointment on subsequent days.

Post results services are available from the exam boards and must be requested through the exams officer.

Further information on post-results services will be available closer to the time.

CERTIFICATES

Certificates are usually issued to centres in November/December and must be collected in person. You can collect your certificates from the Reception of your centre, **you must bring ID with you.**

IMPORTANT: You must collect your certificates and keep them safe. We only keep certificates for three years, after which they are securely destroyed, in line with JCQ and awarding body guidelines. Replacements are only available from the awarding bodies and are costly.

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on the Statement of Entry/my Exam Timetable?

A: The details on your Statement of Entry/timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if there's a clash on my timetable?

A: Your School will reschedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt contact the Exam Officer.

Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A: Candidate Numbers are on your exam timetable. Invigilators will be able to help you find your number.

Q. What do I do if I forget the School Centre Number?

A: The Centre Number will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the Exam?

A: Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) or complete a self-certification form if you wish us to make an appeal for Special Consideration on your behalf.

Q. What is an Appeal for Special Consideration?

A: Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Students/parents/carers should be aware that any adjustment is likely to be small, the decision rests solely with the awarding body and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the Examination?

A: You can still sit the exam if you are late. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school is obliged to inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination can I take it on another day?

A: No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform (Carisbrooke/Medina)?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

A: For most exams you should bring at least 2 pens (black ink only).

For Science Modules you need 2 x HB pencils.

For Mathematics pencils must be used for diagrammatic work.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for exams.

You must NOT attempt to borrow equipment from another candidate during the exam.

Q. What items are not allowed into the Examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the

appropriate Exam Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt, ask!

Bags and coats and any other items not permitted under Examination regulations and must be left in the area designated for personal belongings.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label or writing on the bottle.

Q. Why can't I bring my mobile telephone into the Exam room?

A: Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Q. How do I know how long the Examination is?

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the Exam. They will write the start & finish time of the Exam on a flip chart or board at the front of the Examination room. There will be a clock in the Examination room.

Q. Can I leave the Examination early?

A: It is a requirement of the Exam Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not Isle of Wight Federation policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

A: The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the Exam?

A: If it is absolutely necessary. You will be escorted by an invigilator, you must not leave the room unescorted.

Q. If I have more than one Exam on a day can I get lunch?

A: Students who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. What do I do if I don't get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Exams Office. You must complete a Candidate Consent Form and return it with payment to cover the cost. We have a policy covering the remark process, please contact the Exams Office if you wish to see it.

EXAM NOTICES

Information for Candidates written examinations 2022-23



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2022

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; an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you have a watch the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. 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	Do not start writing anything until the invigilator tell you to fill in all the details required on the front of the question paper and/or answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2	Put up your hand during the exam if: 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.

Social media information for candidates



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within exam regulations.
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules: 

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

JCQ 2021 – Effective from September 2021

Links to other JCQ Information for candidates documents

Information for Candidates - Coursework Assessments

https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Coursework_Assessments_2022_FINAL.pdf

Information for Candidates - Non-examination Assessments

https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf

Information for Candidates - on screen tests

https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.pdf

Information for Candidates - privacy notice

https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice_21-22.pdf

Warning to candidates poster



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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AQA

City & Guilds

CCEA

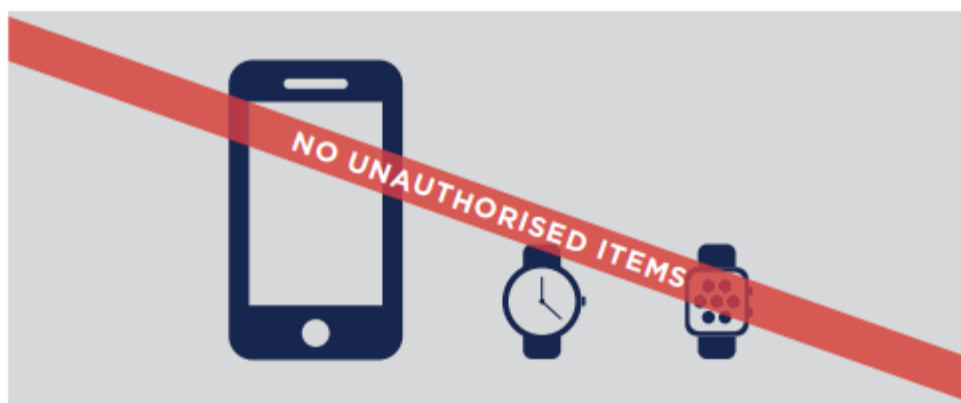
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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



Possession of unauthorised items, such as a mobile phone
or any watch, 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.