

CANDIDATE HANDBOOK

Examination Instructions 2022 - 2023

Dear Student,

Examinations can be a very stressful time. Being prepared for your examinations can help to reduce stress levels and enable you to concentrate on doing your best to fulfil your potential.

This booklet gives you instructions to help you prepare for all of your external examinations, including controlled assessments, coursework and on-screen tests, taking place this year.

All external examinations are governed by the Joint Council for Qualifications (JCQ) regulations. Failure to follow these regulations could lead to you being reported to the examination boards for malpractice, which could result in you being disqualified from your examination. Therefore, please read this information carefully and pay particular attention to the JCQ posters which are at the end of this booklet.

If you have any questions, or if you need help and advice at any time before, during or after the examinations, please contact the Academy on 01642 586262.

Good luck with your examinations!

Mrs K. Beaumont
Exams and Assessment Officer

Exam Timetable

All candidates must ensure they are available on **all dates up to and including 28th June.**

Students must be in school at **8am everyday.**

WEEK COMMENCING: 1st MAY 2023

DATE	MORNING SESSION (9:00am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 1 ST		
TUE 2 ND	AQA Art 8201 (All day - 8:45 start) Art, Craft and Design Photography	
WED 3 RD	AQA Art 8201 (All day - 8:45 start) Art, Craft and Design Photography	
THURS 4 TH	BTEC Music Final Supervised Session	
	AQA 8668 German Speaking Test (All day – 8:45 start)	
FRI 5 TH	AQA 8668 German Speaking Test (All day) AQA 8688 Polish Speaking Test (All day)	

WEEK COMMENCING: 8th MAY 2023 - NO EXAMS

WEEK COMMENCING: 15TH MAY 2023

DATE	MORNING SESSION (8:45am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 15 TH		
TUE 16 TH	AQA Biology P1 [8461/1F and 1H] (1 hour 45 mins) AQA Combined Science: Biology P1 [8464/B/1F and 1H] (1 hour 15 mins)	AQA German Paper 1 (Listening) [8668 - LF] (35 mins), then... AQA German Paper 3 (Reading) [8668 - RF] (45 mins) AQA German Paper 1 (Listening) [8668 - LH] (45 mins), then... AQA German Paper 3 (Reading) [8668 - RH] (1 hour)
WED 17 TH	WJEC English Literature C1 [C720U10-1] (2 hours)	Sport Studies [R051/01] (1 hour)
THURS 18 TH	Pearson Edexcel History: Paper 1 Medicine in Britain [1HIA 11] (1 hour 15 mins)	
FRI 19 TH	Pearson Edexcel Maths P1 (Non Calc) [1MA1 1F-1H] (1 hour and 30 mins)	

WEEK COMMENCING: 22ND MAY 2023

DATE	MORNING SESSION (8:45am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 22 ND	AQA Chemistry P1 [8462/1F-1H] (1 hour and 45 mins) AQA Combined Science: Chemistry P1 [8464/C/1F-1H] (1 hour 15 mins)	AQA Geography P1 [8035/1] (1 hour 30 mins)
TUE 23 RD		
WED 24 TH	WJEC English Literature C2 [C720U20-1] (2 hours and 30 mins)	
THURS 25 TH	AQA Combined Science: Physics P1 [8464/P/1F-1H] (1 hour 15 mins) AQA Physics P1 [8463/1F-1H] (1 hour 45 mins)	
FRI 26 TH		AQA German Paper 4 (Writing) [8668/WF] (1 hour) AQA German Paper 4 (Writing) [8668/WH] (1 hour 15 mins)

WEEK COMMENCING: 29TH MAY 2023 – HALF TERM

WEEK COMMENCING: 5TH JUNE 2023

DATE	MORNING SESSION (8:45am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 5 TH	WJEC English Language C1 [C700U10-1] (1 hour 45 mins)	
TUE 6 TH		
WED 7 TH	Pearson Edexcel Maths P2 (Calc) [1MA1 2F-2H] (1 hour 30 mins)	Pearson Edexcel History: American West (P3) & Early Elizabethan England (B4) [1HIA 2M] (1 hour 45 mins)
THURS 8 TH		Exam Contingency Afternoon*
FRI 9 TH	AQA Geography P2 [8035/2] (1 hour 30 mins)	AQA Biology P2 [8461/2F-2H] (1 hour 45 mins) AQA Combined Science: Biology P2 [8464/B/2F-2H] (1 hour 15 mins)

WEEK COMMENCING: 12TH JUNE 2023

DATE	MORNING SESSION (8:45am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 12 TH	WJEC English Language C2 [C700U20-1] (2 hours)	
TUE 13 TH	AQA Chemistry P2 [8462/2F-2H] (1 hour 45 mins) AQA Combined Science: Chemistry P2 [8464/C/2F-2H] (1 hour 15 mins)	
WED 14 TH	Pearson Edexcel Maths P3 (Calc) [1MA1 3F-3H] (1 hour 30 mins)	AQA Polish Listening [8688/LF-LH] (35 or 45mins) then.... AQA Polish Reading [8688/RF-RH] (45 or 60mins)
THURS 15 TH	Pearson Edexcel History: Weimar and Nazi Germany, 1918–39 [1HIA 31] (1 hour 20 mins)	Exam Contingency Afternoon*
FRI 16 TH	AQA Combined Science: Physics P2 [8464/P/2F-2H] (1 hour 15 mins) AQA Physics P2 [8463/2F-2H] (1 hour 45 mins)	AQA Geography P3 [8035/3] (1 hour 15 mins)

WEEK COMMENCING: 19TH JUNE 2023

DATE	MORNING SESSION (8:45am start unless otherwise stated)	AFTERNOON SESSION (1:00pm start unless otherwise stated)
MON 19 TH		
TUE 20 TH		
WED 21 ST	WJEC Hospitality & Catering [5569UA0-1] (1 hour 30 mins) – On screen AQA Polish Writing [8688/WF-WH] (1 hour or 1 hour 15 mins)	
THURS 22 ND		
FRI 23 RD		

EXAM CONTINGENCY DAY

Should sustained national or local disruption arise during the summer 2023 examination series, any affected papers will take place on

Wednesday 28th June 2023*

* this is in addition to the two exam contingency sessions on Thursday 8th June 2023 (PM) and Thursday 15th June 2023 (PM)

Non-Examination Assessment (Controlled Assessment and Coursework)

As well as examinations in the Sports Hall, you may also have to take some non-examination assessments (NEAs). JCQ rules apply to NEAs as much as they apply to scheduled examinations taken in halls.

YOU MUST NOT DISCUSS ANY ASPECTS OF NON-EXAMINATION ASSESSMENTS ON SOCIAL MEDIA. EXAMINATION BOARDS CAN DISQUALIFY YOU FROM YOUR EXAMINATIONS IF YOU ARE FOUND TO DO SO.

You must not copy work from books or the internet and try to pass it off as your own. Your teachers can usually recognise work which is not your own and if they do not, examination boards have computer software they can run scripts through to see if this work has been published on the internet or in books. If you are caught submitting work that is not your own, you will be reported to the examination board and you will most likely be disqualified from your examination.

Appeals

When you have completed your NEA, your teacher will tell you your mark. Please note, the teacher will not be able to tell you the exact grade that this is equivalent to, as grade boundaries change every year.

If you feel that your work should have been awarded a higher mark, you have the right to appeal.

In order to do this, you must speak to your teacher in the first instance, explaining why you feel you deserve a higher mark. They will then issue you with the mark scheme and explain why you received the mark you were awarded.

If you still feel you deserve a higher mark, then you must fill in the form requesting a review of your mark.

THIS MUST BE DONE WITHIN 5 WORKING DAYS OF RECEIVING A COPY OF THE MARK SCHEME. ANY REQUESTS AFTER 5 WORKING DAYS CANNOT BE PROCESSED AS THIS WILL CAUSE DELAYS IN MARKS BEING SUBMITTED TO THE EXAMINATION BOARDS AND COULD AFFECT YOUR OVERALL GRADE.

Once an application for a review has been received, your work will be reviewed either by another member of staff at Outwood Academy Bishopsgarth, or a member of staff within the Outwood Grange Academy Trust.

After a review has been completed, you will receive notification as to whether your grade has increased, decreased or remained the same.

No further appeals can be made as this would cause a delay in marks being submitted to the examination board.

Moderation

Your marks are submitted to the examination boards, who request a sample to be sent to a moderator. The moderator reviews the marks submitted by your teacher and they can either agree with those marks, reduce the marks or increase the marks. This means the mark given to you by your teacher is subject to change. We do not know if marks have been amended by the moderator until results day.

Before the Examinations

Timetables

You have already received a provisional timetable when all the initial examination entries had been made to the examination boards. A final timetable will be issued to you closer to the examinations.

When you received your provisional timetable, you were asked to check the following information:

- That all examinations you are expecting to be entered were on the timetable
- The tier (e.g. higher or foundation) of entry for an examination is correct
- The name which will appear on your certificates is correctly spelt and is your legal name
- Your date of birth is correct

PLEASE CHECK YOUR FINAL TIMETABLE AGAIN FOR THE ABOVE INFORMATION.

If any of your personal information is incorrect, please come to the Exams Office with relevant identification documents and I will update your records. Please note, mistakes which are not spotted at this stage could result in your certificates being incorrectly printed and the examination boards will charge a fee to amend a certificate. It is your responsibility to check your name is spelt correctly and the Academy will not apply for replacement certificates until relevant fees have been paid.

If you are unsure if you are entered for the correct tier, please speak to your subject teacher in the first instance, then check with the Exams Office if necessary.

Your final timetable will have information regarding your examination venue and seating. However, you must still check seating plans on the day of the examination as there are sometimes changes at short notice.

You must keep your timetable in a safe place as replacements may not be available.

Equipment

In each examination, you are provided with the following:

- Black ink pen
JCQ regulations are that all examinations must be written in black ink only
- Pencil
- Pencil sharpener

- Ruler
- Eraser
- Highlighter
- Calculator, if applicable.

In addition, for Maths exams, you will be provided with a:

- Compass
- Protractor
- Tracing paper

Highlighter pens may be used on the question parts of the examination paper, or on any resource material. They may not be used on any written answers. Please be aware that highlighters can sometimes bleed through examination papers which may affect the scanning of papers. Therefore, you may wish to consider underlining key words in questions on papers where questions and answers are in the same booklet. This could be done in coloured pen or pencil, but you must always remember to change back to a black ink pen when writing your answers.

You may not use the following on your examination papers:

- Correction fluid, pens or tape
- Erasable pens
- Gel pens

Many of the examination papers are now sent to processing centres by the examination boards to be scanned. The above materials are affected by the scanning process and your work may be erased.

Important Advice

When examination scripts are scanned, sometimes only the question and answer are sent to the examiner. Please do not write in any areas other than those indicated, i.e. write only where the lines are, as your work may not be marked. If an examiner believes an answer may have extended beyond the given space, they will contact the examination board and request that the full page be sent to them. However, if this is not obvious, then you may not be given credit for your full answer.

There may be additional spaces to continue an answer at the back of your booklet or ask the invigilator for extra paper. Always write 'Continued' at the end of your work and make sure you correctly number any answers answered elsewhere on the paper, or on additional paper.

Please see Appendix I for examples of how answers may be scanned and the format examiners may receive them.

On the Day

REMEMBER, IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU ARRIVE AT THE CORRECT PLACE, AT THE CORRECT TIME, ON THE CORRECT DAY.

ACADEMY UNIFORM MUST BE WORN TO ALL EXAMINATIONS

All candidates must arrive at the Academy at 8am. There will be a masterclass before each morning exam. Breakfast will be available during these sessions.

All morning examinations will start promptly at 9am.

Students will leave their coats and bags in the trolleys provided outside of their masterclass room. Any mobile phones or watches which are not stored in your bags, need to be handed over to the member of staff in their masterclass room, who will provide them with a ticket to retrieve their phone at the end of the exam.

All students will then be called into the Sports Hall in seating plan order. Any students in alternative rooms will be collected by their assigned adult and taken to their examination rooms.

Please note: A number of different rooms are used for both internal and external examinations. Please do not expect to sit in the same rooms or at the same desks for every examination. Be aware that you may need to sit in any of the examination rooms.

All afternoon examinations will start at 1pm, unless otherwise stated on your timetable.

All students taking an afternoon examination must have had lunch by 12.30 pm.

Illness

If you are not able to attend an examination due to illness, the Academy must be advised **by 8.15am**.

If you fail to take an examination because you are ill, you will not be able to sit the examination at a later time during the examination series.

If you are unable to take an examination due to illness, it may be possible for the examination board to award you a grade based on your performance in other examinations for the same subject. In order to apply for special consideration, the Exams Team will require either a note from a medical professional, or the completion of a JCQ form.

The decision to award a grade is entirely at the examination board's discretion and the Academy will not be aware of the decision until results have been received.

Special Consideration

Every year students are affected by situations which are beyond their control, such as serious illness, bereavement or difficult domestic situations. If you believe a situation has affected you for either individual examinations or all of your examinations, please come to the Exams Office after the examination to discuss this further. If the Exams Team believes that the situation has had an adverse effect on your immediate examination preparation or the examination itself, an application for special consideration may be made to the examination board. If accepted, the examination board will apply a percentage of between 1% and 5% to your overall result. Please note, special consideration is granted at the discretion of the examination board and the Academy is not advised on the level of special consideration if granted.

Special consideration cannot be applied for the following:

- Long term medical conditions, unless there is a flare up on the day of the examination
- Bereavements occurring more than 6 months before the examination
- Domestic inconvenience such as moving house or taking a holiday
- Misreading the question paper
- Minor illnesses

The final date for special consideration requests is **5 July 2023**.

The Academy will only apply for special consideration for absent and disadvantaged students if we are satisfied the reasons stated are genuine and have evidence that there has been an impact on the candidate immediately prior to the examination, or on the examination day itself.

Please note: If a student is absent from all examinations in a series, special consideration cannot be applied due to the nature of the exams.

Entering the Examination Room

MOBILE PHONES, PAGERS, TABLETS, I-PODS, ALL WATCHES (INCLUDING FITBITS AND SMARTWATCHES), MP3/4 PLAYERS OR ANY TECHNOLOGICAL/WEB ENABLED DEVICES ARE STRICTLY FORBIDDEN AT THE EXAMINATION DESK. THEY MUST BE SWITCHED OFF AND LEFT IN BAGS OR HANDED IN TO AN INVIGILATOR BEFORE THE EXAMINATION HAS STARTED. THEY MUST NOT BE KEPT IN BLAZERS OR TROUSER POCKETS EVEN IF THEY ARE SWITCHED OFF.

IF YOU ARE CAUGHT WITH ANY OF THESE ITEMS IN YOUR POSSESSION AFTER THE EXAMINATION HAS STARTED, YOU WILL BE REPORTED TO THE EXAMINATION BOARD AND IN MOST INSTANCES YOU WILL BE DISQUALIFIED FROM YOUR EXAMINATION.

PLEASE CONSIDER HOW THIS WILL JEOPARDISE YOUR FUTURE.

The JCQ posters will be displayed outside of the exam room (see Appendix 2).

As soon as you enter the examination room you are under JCQ examination conditions.

There should be no communicating with any other student within the room.

No books, revision notes, papers, coats, hats, scarves, sweets, bags, glasses cases or other materials may be taken to your examination desk. You must empty your pockets of any items before you enter the examination room. You may not wear hats in the examination room unless you have a medical reason to do so. Scarves may only be worn for religious purposes.

You must not have any writing on your hands, arms or legs, not even your seat number.

Water

We advise that candidate bring a small bottle of water into the examination room. All bottles must be a clear (non-coloured), see-through bottle. All labels must be removed before you enter the examination room.

You may not have:

- Fruit juice
- Fizzy drinks
- Fruit infused water

Bottles not fitting this description will not be allowed at examination desks.

Food

Food is not permitted at the examination desk unless there are medical reasons for doing so. If you think you need to have food at your desk, please come to the Exams Office prior to the examinations to discuss this further.

At the Start of the Examination

Sit at your desk and listen to the lead invigilator/SLT instructions.

On your examination desk, there will be a card with your name, candidate number and centre number on it. Ensure you sit at the correct desk and check that you have the correct paper. If you are uncertain, please raise your hand and advise an invigilator.

Have a final check of your pockets and hand any prohibited materials to an invigilator. Anything handed in, including mobile phones and web enabled devices, will be returned at the end of the examination. It will not be confiscated. The lead invigilator/SLT will always give a final reminder that you are not to have any unauthorised materials on your person. If you do not hand any items in straight after this announcement and are subsequently caught with a prohibited item, you will be reported to the examination board and will in most instances be disqualified from the examination.

Please do not write anything until the lead invigilator/SLT instructs you to.

Please note, sometimes examination boards become aware of errors on the examination paper in advance of the examination date. An erratum notice is then issued by the examination board and it is read out by the lead invigilator. You may be required to amend some information. Listen carefully to the instructions and if you are uncertain as to what you need to do, please ask.

We are no longer allowed to change the clock to 9.00 am or 1.00 pm at the start of the exam. This may mean that you have to wait a few minutes in silence before the exam starts or if the exam starts slightly later than the published time, the end time on the boards will be adjusted as necessary.

During the Examination

If you have any doubts about anything on the examination paper, please raise your hand and ask an invigilator.

Please note, an invigilator cannot assist with the following:

- advise you on which questions to answer
- comment on the content of the paper
- read a word or words printed on the paper (unless you have a reader)
- rephrase a question
- explain any subject-specific or technical terms
- explain the meaning of a word
- advise you of the time you have remaining

If you require any equipment or extra paper, please raise your hand to attract the attention of the invigilator.

If you need to leave the examination room for any reason, raise your hand to attract the attention of an invigilator. You must not leave the examination room and return, unless accompanied by a member of staff.

Toilet breaks will not be allowed unless you have a toilet pass or in an extreme emergency. Please ensure you use the facilities before the examination starts.

No one is allowed to go to the toilet in an exam lasting less than one hour, unless they have a toilet pass.

In an exam lasting more than one hour, no one is allowed to go to the toilet within the first or last 15 minutes of the exam.

You must stay in the examination room for the duration of the examination.

If you have finished early, you will not be allowed to leave.

Fire Alarm

Should the fire alarm sound during your examination, please stop writing and listen to the instructions of the lead invigilator.

If the examination rooms are evacuated, you must not speak to any other candidate during the evacuation or at the assembly point. **If you are caught communicating to another**

candidate, you will be reported to the examination board for malpractice and you may lose your marks for that paper.

When you return to your desk, you will be given full time to complete your examination and a special consideration request may be submitted to the examination board.

Late Candidates

If you are going to be late for an examination, please contact the Academy as soon as possible.

You may still be eligible to sit the examination depending on how late you are, or the circumstances which caused you to be late. A member of the Exams Team will give you further advice regarding this. If you are over an hour late, even if the Academy allows you to sit the examination, the examination boards must be advised and they reserve the right to reject your work.

At the End of the Examination

You must stop writing when instructed to do so.

Please check that you have filled in your personal details on the front of the answer booklet and any additional booklets you have used. Please make sure you have signed the answer booklet if required.

If you are using a separate answer booklet, please ensure that all questions are correctly labelled with the question number as per the instructions on the front of the booklet. Please put the question numbers you have answered on the front of the booklet if requested to do so.

Additional booklets must be placed inside your answer booklets and treasury tagged if applicable.

You must not communicate with anyone in the examination hall, even after your paper has been collected.

When dismissed, please leave the examination room in silence. Some students may be still working in the hall, or the surrounding rooms. Once outside of the examination room, please move away from the room quickly and quietly. Remember, there may still be students working and it would be unfair to disturb their examinations. Your bags and mobile phones will be available to collect from the dining hall.

You must either make your way back to your lessons or leave the Academy premises depending on the finish time of your examination.

Social Media and Online Network Groups

You must be very careful when discussing examination content on social media. The information below has been taken directly from the AQA examination board website which shows how seriously they take this matter.

Social media and online forums can be helpful for revision, exam preparation and connecting with teachers and subject experts. We encourage you to use these online tools, but remember that all exam boards monitor social media sites and online forums for malpractice.

There are rules and boundaries on what you can share about your exams online. They're followed by all exam boards. Take care when talking about exams on social networking sites including Facebook and Twitter, as well as group chat apps such as WhatsApp.

Examples of social media activities that could lead to a malpractice investigation include:

- posting your written work online before an exam or assessment;
- allowing others to help produce your work, or helping others with theirs;
- sharing information if you've sat your exam earlier than other students;
- passing on rumours from others about exam content;
- accepting exam-related information without reporting it to the exam board.

Make sure you're not caught out. See Appendix 3 which summarises the above points. If you're unsure about anything above, speak to your teachers.

Results

Results are available from the Academy on **Thursday 24th August 2023**.

If you are unable to collect your results personally, you may nominate someone to collect them on your behalf. If you are aware that you are not going to be present to collect your results, please make alternative provision by providing written evidence of who will be collecting these. **We are unable to give results out to anyone, including parents/guardians, without prior authorisation from the student.**

We are unable to issue results over the telephone or via email.

Any uncollected results will be sent via first class post the following day.

Post Results Services

The deadlines stated were correct at the time of going to press. Please check on results day for any amendments.

If you are unhappy with your results, you may be able to request one of the following post results services:

Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked
- the totalling of the marks
- the recording of the marks

Review of Marking

Reviewers will not re-mark the script.

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:

- a clerical re-check
- a review of marking as described above

Review of Moderation

This is a review of the original moderation for coursework or controlled assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied.

Please note: This service is not available to individual candidates

Access to Scripts – Priority Copy

This service is to request a copy of a script to assist in deciding whether a review of marking should be applied for.

Access to Scripts – Original Script

This service is to request a script to support teaching and learning.

Post results services may only be applied for by the Academy. Direct applications to an examination board are not permitted.

There may be a charge to apply for these services.

Before you request a post results service, please contact the Head of Department to see whether a post results service would be beneficial and if so, which service may be the best option for you. Some teachers and Heads of Department may not be available until the start of term. If you have an urgent matter, please contact the Exams Office who will endeavour to answer your query.

For all post results services, apart from a review of moderation, your consent is required before an application is made.

On results day, you may be asked to sign a form and give your email address and telephone number giving consent for Access to Scripts and Review of Marking. If a teacher requires your script, we will accept this form as consent and not contact you further. If a teacher would like your work to be reviewed, we will contact you either via email, telephone or letter and advise you which subject may be put forward for review and ask for your final consent. Please check your emails and telephone regularly, so you do not miss a potential review of marking request. We cannot process any reviews without your final consent. All consent must be from yourself and cannot be from parents/guardians.

The deadlines for these services are set by JCQ and cannot be extended.

If you are uncertain as to whether an application has been submitted, please contact the Exams Office well in advance of the deadline to check.

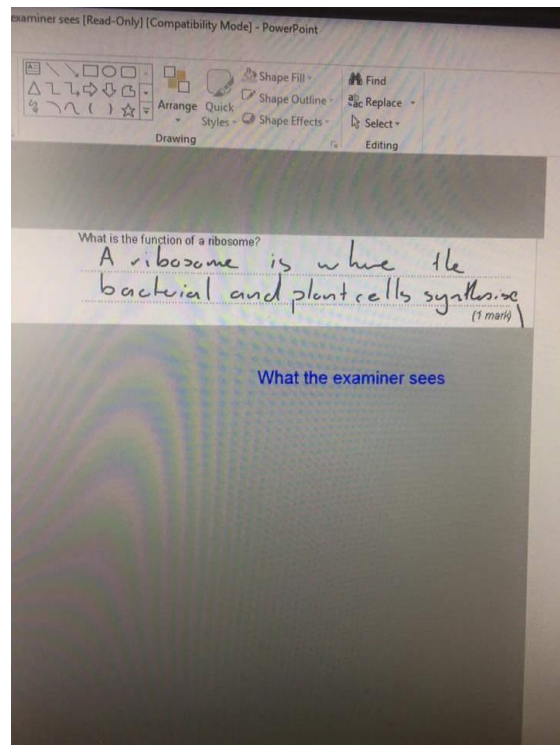
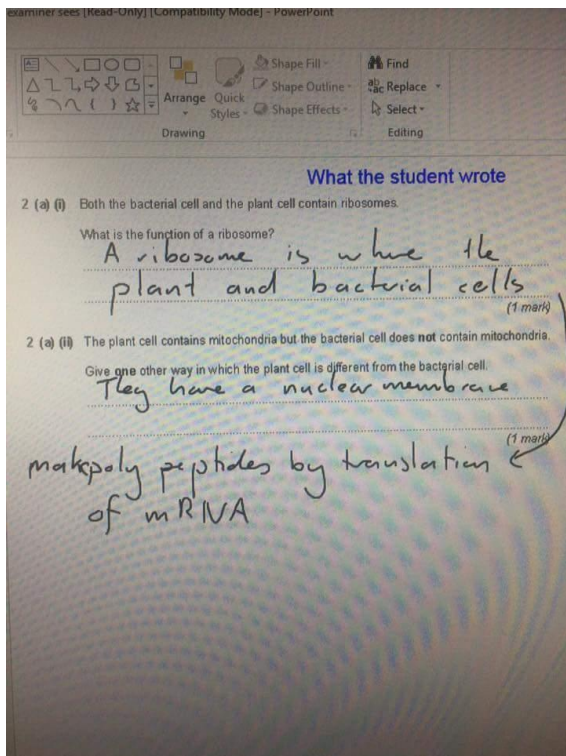
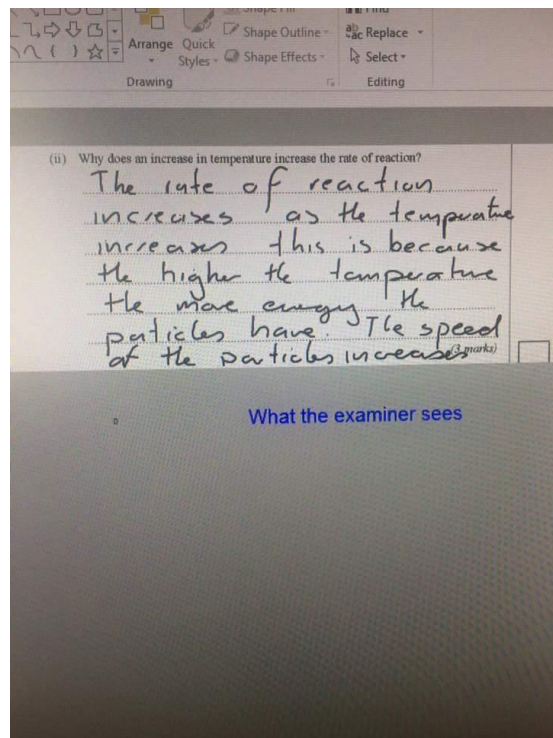
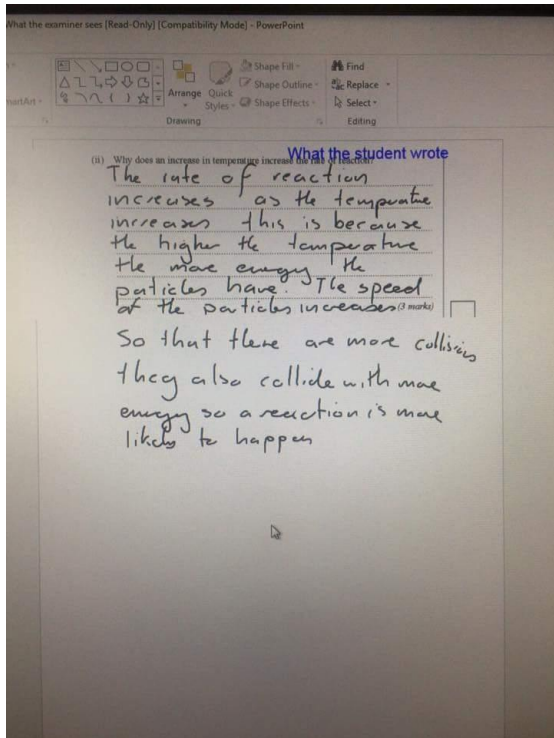
Certificates

Certificates arrive at the Academy in November.

You will receive a letter in November notifying you that your certificates are ready to collect. When you come to collect your certificate, please report to reception. If you are unable to collect your certificates personally, you may nominate someone to collect them on your behalf, but they must have a letter of authorisation from you before we are able to issue the certificates.

Uncollected certificates will be retained for **12 months** after issue, but after this point they are confidentially destroyed. If you require your certificates after this point, you will need to contact the exam board directly to get them which will incur a charge.

APPENDIX I



APPENDIX 2



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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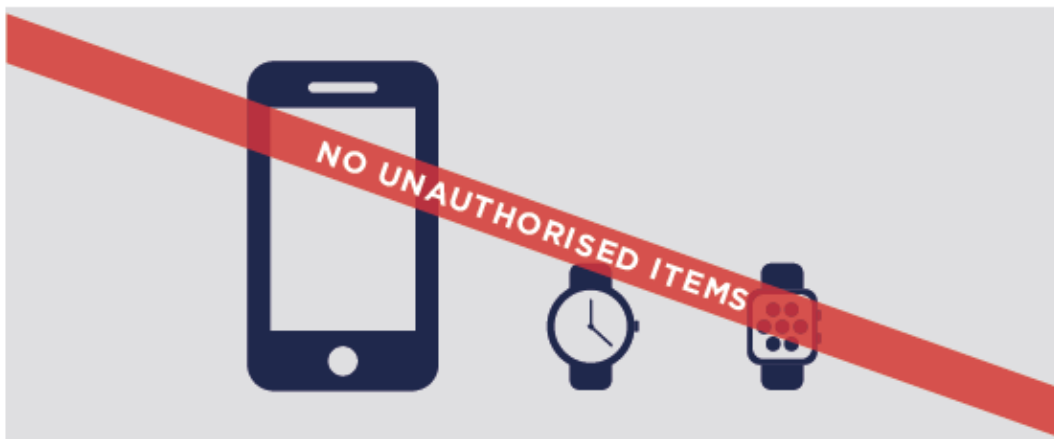
Warning to Candidates

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.

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.

Information for candidates
Using social media and examinations/assessments



While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ❗ Receive a written warning
- ❗ Lose marks
- ❗ Be disqualified from a part of or all of your qualifications
- ❗ Be banned from taking assessments for a number of years

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