



# Winterton Community Academy

# Candidate Exam Handbook 2022/23



# EXAMS

This handbook is reviewed and updated annually

|                             |            |
|-----------------------------|------------|
| Produced/reviewed by        |            |
| Mrs A Walker, Exams Officer |            |
| Date of next review         | March 2023 |

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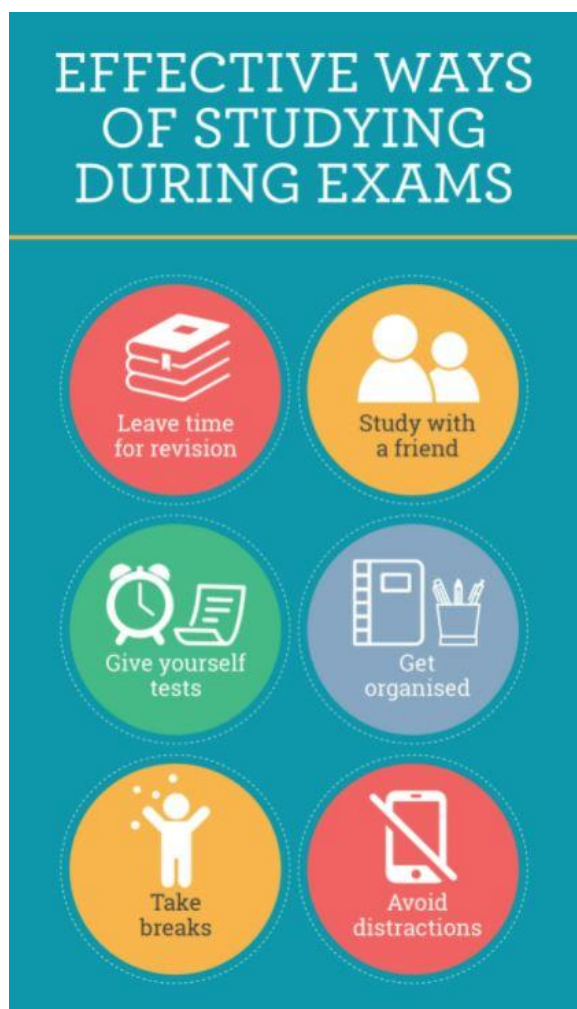
## Introduction

Winterton Community Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates. Please make sure you read all of the following information carefully and also read and understand the JCQ Information for Candidate documents. Links to all the JCQ documents can be found on the academy website, as well as within this booklet.

Public examinations can be a stressful time for pupils and parents and it is important that everyone involved is well informed. Well informed pupils will realise that rules and regulations are in place to ensure fairness and minimise any disturbance. The exams you will be taking influence what you do in the future, therefore, it is very important everything runs as smoothly as possible. If there is anything at all you do not understand or require assistance with, please ask a member of staff for help.

Any questions please feel free to contact Mrs Walker, our Exams Officer:

Telephone: 01724 732777 Email: [walker.a@wintertonca.com](mailto:walker.a@wintertonca.com)



## Purpose of candidate exam handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Malpractice

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations. The Exams Officer is required to, and will, report all infringements to the appropriate body and they will decide on the action to take based on the nature of the infringement. There is a tariff system of actions that can be taken and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that candidates heed the Centre Exam Officer's instructions carefully.

### To maintain the integrity of qualifications, strict Regulations are in place

- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

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.

## Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (Appendix 2)

## Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

## Coursework assessments/non-examination assessments

Some subjects have an element of coursework / non-examination assessments included in them which has to be completed, marked and assessed. The marks and work are sent to awarding bodies prior to examinations. The academy sets deadlines to allow time for this process and to also meet awarding body deadlines. These cannot be changed. Students who do NOT submit coursework on time will be not be allocated a mark for this portion and their overall grade will suffer.

- Please refer to JCQ information for candidates documents – coursework and non-examination assessments (appendix 1)

"The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ *Information for candidates* (coursework, non-examination assessments, on-screen tests and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place"

## Written timetabled exams

- Please check your candidate statement of entry / timetable carefully (to check that personal details and exam entries are correct)
- If there are ANY mistakes (eg: name, date of birth, exam entry etc.) you **MUST** tell the exams officer immediately.
- Check Candidate exam timetable to ensure you know the date and time of all of your exams/assessments, and any relevant information regarding seating arrangements, exam rooms etc. If you lose your timetable please ask the exams Officer, Mrs Walker, for a replacement. A copy of the exam timetable will also be emailed to your academy email account.
- The JCQ information for candidates documents – written examinations and all exam room posters are at the back of this booklet, as well as on the academy website.

## Contingency days - Summer 2023

Contingency Day: **Thursday 8<sup>th</sup> June 2023 afternoon, Thursday 15<sup>th</sup> June 2023 afternoon and Wednesday 28<sup>th</sup> June 2023 ALL day** are the dates set aside by JCQ examination board for GCSE examinations should sustained national or local disruption arise during the Summer 2023 examinations series.

Students **MUST** be available to attend on this date if this should become necessary. (JCQ is the Joint Council for Qualifications in the UK)

## What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you notice a clash of exams arrangements will be made for you to take these subjects one after the other, as long as the total published time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens an invigilator will supervise you over lunchtime (in 'quarantine'). Any clashes **SHOULD** have been picked up and resolved before you are given your timetable. If you notice a clash which has not been resolved please notify the exams officer immediately.

## Where you will take your exams and where you will sit in the exam room

All exams take place in the hall, or an alternative room (for access arrangements), unless you are informed otherwise. You are not allowed to enter the exams room before the exam. Please enter the hall **QUIETLY** in the order specified by staff. You **MUST** sit at the desk allocated to you. This will ensure you receive the correct exam paper. If you do not sit at the correct desk the invigilators could mark you as absent. Unless specified otherwise candidates will be seated in alphabetical order. Desks are arranged in rows from right to left, A to H and numbered 1 – 10, front to back. Please check seating plans to find your seat location.

## Supervision during your exams

All exams are supervised by a team of trained invigilators who must follow strict rules and regulations as directed by JCQ awarding bodies. A link to the *JCQ Ice Booklet* is available on the academy website, this outlines general guidelines for conduct which must be observed at all times. The academy and awarding bodies regard breaches of exam regulations very seriously. Parents should impress upon their son/daughter the importance of good behaviour in exams. Any activities which may disturb other students will not be tolerated. The head of centre and the exams officer have the authority to remove disruptive students.

Once you have entered the exams room you will be supervised at all times, even if you need to leave (eg: if you need to go to the toilet, although this is not advisable – please ensure toilet breaks are taken before all exams begin). Once students enter the exams room they must follow the invigilators instructions at all times.

## Exam room conditions

- You **must** enter the exams hall in **silence** and **remain** silent throughout.
- Follow the instructions of the invigilator at **ALL** times in the exam room.
- Candidates must **NOT** communicate with or disturb other candidates. If there is any communication between students it will be assumed you are cheating and this will be dealt with accordingly.
- If you need any assistance put your hand up and invigilator will attend to you.
- Please do **NOT** doodle on the exam desks
- The centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam will be displayed on the screen at the front of the hall.
- The invigilator will instruct you when to complete the front of your answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator
- You will be dismissed row by row at the end of the exam and must remain silent until you are outside for your break, or back in your classroom.

## How your identity is confirmed in the exam room

You will be given a 4 digit reference number (candidate number) that belongs only to you. This will be printed on a laminated card along with your photograph, name, the centre number and your date of birth. This card is the property of the academy, do **NOT** remove it from your desk, deface it or destroy it. The card **MUST** remain face up on your desk at **ALL** times.

## What equipment you need to bring to your exams

- Two Pens (black) – you **MUST** write in black pen (**not** clicking style pens)
- Two pencils
- 30cm ruler
- Scientific calculator
- Eraser
- Protractor
- Coloured pencils if required in your exam
- These items can be in a CLEAR pencil case
- You may use a highlighter pen to highlight questions on the exam paper but **NOT** in your answers.
- Tracing paper and compasses will be provided for the relevant maths papers.

## Using calculators

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*

**10.3** Candidates must be told these regulations beforehand and be familiar with the *information for candidates documents*.

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

### Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

### The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

(Captured from [JCQ Instructions for conducting examinations 2022-2022](#), section 10.3 on 29<sup>th</sup> March 2022)



## What you should not bring into the exam room

Some items are strictly banned from exam rooms and should **NOT** be brought into the exam room under any circumstances.

- Mobile phones, watches, iPods, MP3 players – no potential technological / web enabled source 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 exam and your overall qualification.

## Food and drink in exam rooms

You are allowed to bring a drink of water in a clear bottle (preferably with a flip style lid) into the exam hall. This must be kept under your desk to avoid any spillages. All labels must be removed.

No other drinks or food items are allowed.

## What you should wear for your exams

Examinations are an academy activity and all pupils must therefore wear full academy uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed. All students are aware of the requirements of the academy uniform and must ensure they are observed. Pupils not dressed appropriately will not be permitted to sit exams.

Watches must **not** be taken into the examination room.

## Where your personal belongings will be stored during your exam

All bags and coats must be left in the cloakrooms. Under no circumstances are bags or coats to be taken into the exam hall. Do not leave any valuables in your bag or coat pockets, if you do so, it is entirely at your own risk. Mobile phones **MUST** be switched off and left in your bag at your own risk, or handed in when advised on your way into the exam hall. These will be kept safely at reception and may be collected once you have been dismissed from your exam.

## What to do if you arrive late for your exam

Any candidates who are running late for an exam should contact the academy as soon as possible on 01724 732777. You must advise why you are going to be late and give your expected time of arrival. All candidates who arrive late must report to reception and wait to be escorted by a member of staff, as instructed by the exams officer.

We will normally allow late candidates into the exam venue to sit their examination. The candidate will be given the full time for their examination, however, you must be warned that the exam board may not accept your work. JCQ regulations state that a candidate will be considered very late if they arrive more than one hour after the published start time for an examination. Strict guidelines are in place which must be adhered to if a candidate arrives 'very late', please refer to JCQ ICE section 21.4

## What to do if you are unwell or absent on the day of your exam

You must attend **ALL** of your exams that are on your timetable. Mis-reading your timetable will not be accepted as a satisfactory explanation for absence. If you do not turn up for an exam you will receive an invoice for the entry fee for the missed exam. If you are ill and cannot take the exam you **MUST** telephone the academy on 01724 732777 immediately and leave a message for the exams officer. You **MUST** also provide a medical certificate / letter from your doctor within 3 days of the exam you missed. If you do not have a genuine reason for missing an exam you will be charged for that exam.



If a candidate feels unwell before the exam begins the exams officer must be notified and will act accordingly.

Even if you do not normally visit your surgery for minor illnesses, it is important you do so at exam time. Your doctor will advise as to whether your son / daughter is fit to sit the exam. If the student sits the exam your doctor should provide you with a letter, which the academy can forward to the awarding body to ask for special consideration on the grounds of illness. If a student is unable to sit a paper, the awarding body may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the exam or before. Retrospective information is not accepted by the awarding bodies and any doctor's letters must be forwarded to the exams officer without delay, as they must adhere to a tight deadline.

If you have an unauthorised absence (no doctor's note or satisfactory request for a request for special consideration) on the day of an exam you will receive a grade based only on those elements of the exam which have been marked. Parents should be aware that the academy will invoice for the entry of the missed exam. (see table of fees at the back of the booklet)

### **Effort Below Expectation**

If it is determined a candidate has not put in the required effort in an examination the academy may deem it necessary to recover the cost of entry for the paper (s) concerned.

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

In the event of an emergency evacuation, firstly, do **NOT** panic. Students will be directed to leave the building by an invigilator. Leave all equipment behind. Students should remain silent throughout and stand where instructed in silence. Once the all clear has been given, students will be directed back to the examination room in an orderly way. Once back in the exam hall do not begin writing until instructed to do so by an invigilator.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC!**

### **Candidates with access arrangements/reasonable adjustments**

Some students are eligible for extra time or special exam arrangements. These are normally identified by the academy and appropriate applications are made by the academy SENCO. Provision of a reader / scribe is only given with the correct evidence. The exams officer / SENCO will notify students of any special arrangements such as an alternative room.

### **Results**

Examination results for the main summer exams arrive in the academy in August. Results day is on **Thursday 24<sup>th</sup> August 2023**. Results can be collected from the academy on the day. Students will be notified of the times and they will be published on the academy website. Senior members of staff will be in the academy on results day to assist with any queries that may arise. Results will not be given over the telephone. If someone other than yourself is collecting your results, then we require a letter or email to confirm who will be collecting them. Unfortunately, due to GDPR regulations, we are unable to send the results via email. In order to receive results by post, candidates should provide a stamped addressed envelope (also bearing their candidate number) with the Centre Exams Officer or at the school reception. GCSE result slips which have not been collected on results day will be retained in centre for collection at the start of term, again with the necessary authority.

## Post-results services

There are two enquiry options available - a clerical re-check and a review of marking of the script. Further information will be made available on the academy website.

If a candidate wishes to query a result there are clear procedures to follow:

- Student and staff need to be involved
- Enquiries must be realistic
- Enquiries may raise problems, including a lowering of the mark or grade.
- Written consent **must** be obtained from the candidate before a review of the marking can be processed.
- There are fixed deadlines.

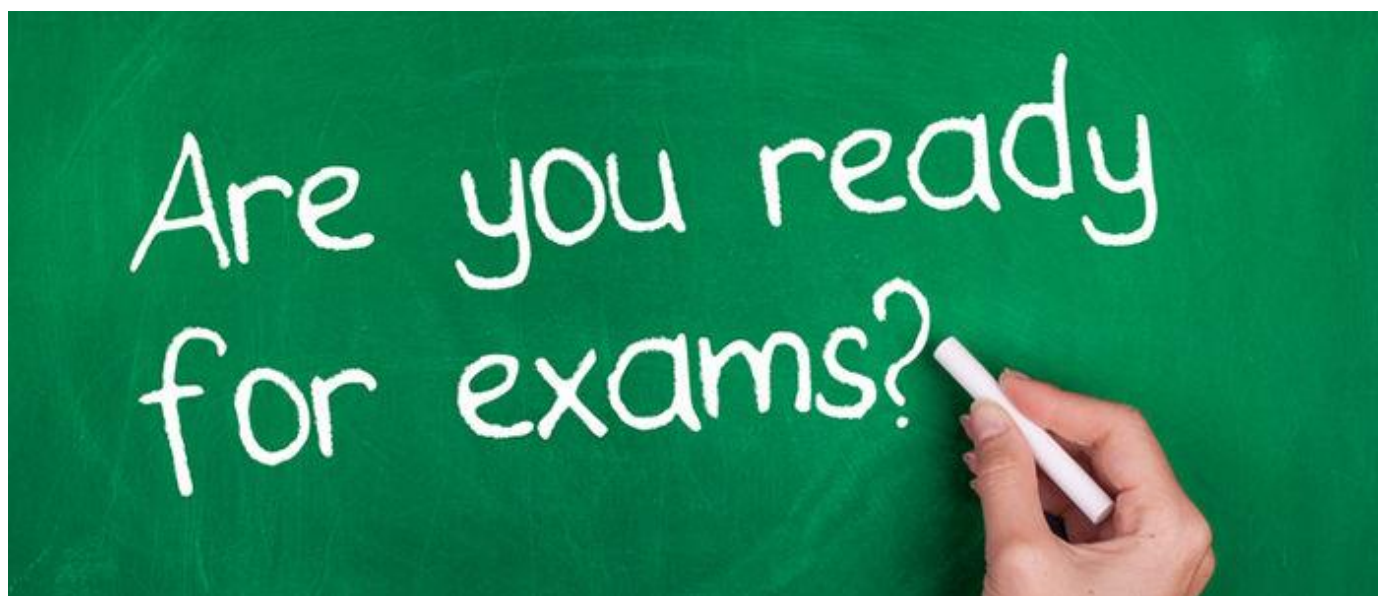
## Certificates

The awarding bodies issue certificates after the exams have taken place. These arrive in the academy around three months after you have received your results. Students will be notified regarding the collection of GCSE certificates. If you are unable to attend in person then you may send someone on your behalf with a signed letter giving them your permission. Keep your certificates in a safe place. You may obtain copies from the awarding bodies at a cost.

Uncollected certificates will be retained for a period of 12 months, after which they will be destroyed.

## Complaints and appeals procedure

If a candidate (or his/her parent / carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, the academy encourages him/her to try to resolve this informally in the first instance. A concern / complaint should be made in writing to the head of centre. Please refer to the academy's complaints & appeals procedure for further details.



## Academy Exam Dates Summer 2023

May 15<sup>th</sup> to June 28<sup>th</sup> (including contingency days) – please see the academy website for the exam timetable. All students have been provided with a printed copy.

### Exam Fees for a missed exam

| Subject   | Exam Board      | Fee                          |
|---|-----------------|------------------------------|
| English Language  | AQA             | £43.70                       |
| English Literature  | AQA             | £43.70                       |
| Maths   | OCR             | £47.00                       |
| Combined Science Trilogy  | AQA             | £84.00*                      |
| Separate Sciences – per subject (biology, chemistry or physics) | AQA             | £42.00 per subject           |
| History   | AQA             | £45.65                       |
| Geography   | OCR             | £46.75                       |
| French  | AQA             | £43.70                       |
| GCSE PE   | PEARSON EDEXCEL | £47.10                       |
| Performing Arts   | AQA             | £70.05*<br>(£23.45 per unit) |
| Business Studies  | PEARSON EDEXCEL | £67.30*                      |
| Health & Social Care  | PEARSON EDEXCEL | £67.30*                      |
| Hospitality & catering  | WJEC            | £55.26*                      |
| Engineering   | WJEC            | £55.26*                      |
| German  | AQA             | £43.70                       |
| RE  | AQA             | £45.65                       |

Those subjects with an asterisk \* fees are for the subject as a whole, an amount would be charged per tier / unit.

### JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assess

[IFC-Coursework Assessments 2022 FINAL.pdf \(jcq.org.uk\)](#)ent.

### JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

[IFC-NE Assessments 2022 FINAL.pdf \(jcq.org.uk\)](#)

### JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

[IFC-On-Screen Examinations 2022 FINAL.pdf \(jcq.org.uk\)](#)

### JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

[IFC-Written Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)



### **Information for Candidates**

#### **Information About You and How We Use It**

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

|               |   |
|---------------|---|
| AQA           | <a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>   |
| CCEA          | <a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>   |
| City & Guilds | <a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>                     |
| NCFE          | <a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>   |
| OCR           | <a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>       |
| Pearson       | <a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a> |
| WJEC          | <a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>   |

#### **Who we are and how to contact us**

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

#### **Information about you and from where it is obtained**

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).



## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

## How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



**gcsepod**  
education on demand

# EXAM CHECKLIST

- Get a good night's sleep
- Eat a healthy meal
- Review the GCSEPod exam playlist
- Check where your exam is being held
- Arrive 15 minutes early



## Do you have...

- 2 pens (black)
- Pencil
- Ruler
- Eraser
- Angle measure or protractor
- Calculator
- Highlighters
- Bottle of water
- Clear pencil case





## JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

**JCQ**  
CIC

**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 Unauthorised items poster**

This poster will be displayed outside each exam room. You **must** note that "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."



**JCQ Warning to candidates poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.



|     |               |      |     |         |      |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

## 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.**

# Revision Tips

## Start early



The more organised you are and the earlier you start, the greater your chance of success and the less stressed you will become. Try to revise as much as possible early in the day when your brain is fresh.

## Have a plan



Construct a revision timetable, including time for socialising, exercising and other breaks you plan. Stick to this plan as best you can.

## Find a method that works for you



There are various revision techniques such as flashcards, mind maps, using past papers etc. Start early and experiment with these strategies until you find what works best for you.

## Eat healthily



A healthy diet will leave you energetic and focused and boost your concentration levels to ensure you get the best from your revision time.

## Regular exercise



Exercise gets the blood flowing and gives you a break from studying. When you exercise, more oxygen will reach the brain which will help you concentrate better and retain information.

## Take breaks



Taking breaks during revision gives your brain a higher chance of remembering what you've studied. If you start losing focus, take a break and do something different.

## Get enough sleep



Keep late nights at a minimum, especially the night before the exam. Getting to bed at a reasonable time means you will wake up earlier and be able to fit in more revision during the day time.

## Stay calm and positive



Most importantly, stay calm and positive. If you've had a bad day, don't let it affect how you revise the next day.



# Top Exam Tips!

## Get a good night's sleep

It's important to get enough sleep the night before your exam. It will be easier to focus if you are well rested.



## Get organised

Make sure you have everything you need by organising your pencil case the night before.



## Eat a meal beforehand

Remember to eat breakfast or lunch before the exam to prevent your stomach from rumbling and distracting you.



## Arrive early

Give yourself plenty of time to get to the venue; you don't want to be in a rush before the exam.



## Drink water

An easy way to improve your concentration is to stay hydrated, so remember to bring a bottle of water to the exam.



## Stay calm

If you find yourself getting nervous, take some deep breaths and feel your body relaxing before you move on to the next question.



## Read the question

Don't rush through the exam. Make sure you read each question at least twice before writing your answer.



## Leave time at the end

Make sure you leave time at the end of the exam to check your answers.



For more support and resources visit  
**[www.oxfordsecondary.co.uk/revision](http://www.oxfordsecondary.co.uk/revision)**

OXFORD

## Helping with revision

We want our children to do well in exams and effective revision plays a crucial role. Whilst you can't revise for your child, there are lots of ways you can help them revise for themselves. Here are some ideas:

### Practise and repetition

If you have the time and it's something they'd find helpful, give them the chance to recite, repeat and practise what they've learnt with you. Even if you don't know the answers, the opportunity to say out loud what's in their mind can help clarify whether they have grasped the concepts or whether they are still hazy. Other ways you might be able to help is using quizzes, mind maps, white boards, multiple choice or sound bites to see what they've learned.

### Host a revision day

Revising together can also help, so encourage them to revise with friends if it's something they enjoy. This gives them a chance to test one another, swap revision notes and revise in different atmospheres.

### Timed exams / questions

Closer to the exams your child will benefit from completing a number of past exam questions. Help them prepare by creating an environment that resembles the conditions they are likely to experience in the exam hall - minimise external sounds, setup a clear desk and if you can, locate a single clock to encourage your child to time manage under test conditions. Once the allocated time has come to an end, get your child to stop writing as they may be tempted to continue. If they did not finish get them to reflect on the reasons why. Do they need to do more revision, improve their time management or work on their exam technique?

### Act as the student

Another effective revision technique is to encourage your child to speak through their subject knowledge. By taking on the role of the student, ask your child to explain a topic from one of their subjects. Listen carefully and don't be afraid to ask them a question if you do not fully understand what they are saying. Studies have shown that one of the best ways to revise is by teaching others.





# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



## What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



## Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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