

CANDIDATE EXAM HANDBOOK

2023/2024

This handbook is reviewed and updated annually

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Introduction

King Edward VI College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

Our aim is to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully, so that you are aware of the examination regulations and the procedures to follow. The exam boards set down strict criteria, which must be followed for the conduct of examinations and King Edward VI College is required to follow them precisely. You should therefore, pay particular attention to the Warning to Candidates/and Exam room posters which are included with this booklet also all the relevant JCQ documents are on our website and also available to view on the Student Teams Landing page. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

Emma Moore or Michelle Oldham – exams@ke6n.ac.uk or call 02476 328231 ext exams.

Malpractice

- *We must maintain the integrity of qualifications, therefore 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*

Please also Refer to [Information for candidates documents at the rear of this handbook](#)

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

non-examination assessments and coursework, as example:

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

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

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 (which is in appendix 5 of this handbook)*

Copyright

- *The copyright of any form of 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

- *Please make sure you read the relevant JCQ information for candidate's documents - coursework, non-examination assessments, social media (These are again in the appendix at the back of this handbook, and also on our website)*
- *The college will advise you when assessments take place*
- *Candidates will be informed about their assessment mark by their subject teacher April/May*
- *Candidates will be provided clear relevant deadlines that must be met*
- *How work is marked/assessed etc.*
We have commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. All centre staff follow a robust Non-examination Assessment Policy which includes a standardisation processes which relevant teaching staff are required to follow.
- *When candidates are informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking.*
- *All the coursework marked by centre staff is then moderated by the examination awarding bodies.*

Written timetabled exams

- *Candidates are emailed a statement of entry (to check that personal details and exam entries are correct)*
- *If this information is incorrect then you must email exams@ke6n.ac.uk within a week of receiving the provisional timetable, so we have time to rectify any errors.*
- *The final candidate exam timetable which will include exam seating arrangements will be viewable on Cedar, and we suggest that this is checked at least 48 hours prior to the exam date.*
- *Exam room posters – Warning to candidates, Unauthorised items (are included in appendix at the end of this handbook, please familiarise yourself with these important posters.*

Contingency sessions - Summer 2024

The 2024 exam timetable includes a full contingency day of 26th June 2024, and two half days being 6th & 13th June 2024. These dates will be used if a significant, unexpected event arises nationally or locally during the exam period such that students (or a large number of them) are unable to take an exam when planned. Of course, we all hope there won't be such disruption and that the contingency day won't be needed. But students should be available throughout the exam period, including these

dates, in case their planned timetable is disrupted. The contingency date is set by Ofqual and the Joint Council for Qualifications

On-screen tests

Please Refer to [Information for candidates – on-screen tests](#) in the appendix at the back of this handbook.

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

A clash can be managed a few ways, this is mainly dependant on the length of the exams. We will be in contact with you regarding clashes and advise you how they will be resolved, based on the regulations/rules we have to follow.

Where you will take your exams

All your exams will take place on college site.

What time your exams will start and finish

Candidates are responsible for checking their own timetable and arriving at college on the correct day and time, properly equipped. The colleges start times are 9am and 1.30pm – these are the start times of the examination (unless advised otherwise – there are a few exams that don't follow this standard timing)

We therefore expect you to be outside your exam room at least 15 minutes before the start time.

We do not allow students to leave the exam room until the official end time of the examination.

Supervision during your exams

- You will be supervised by a team of invigilators, please be respectful to them and listen to their announcements.*
- Our invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.*

Exam room conditions

- You will be invited into the exam room by your invigilator*
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator*
- You must listen to and follow the instructions of the invigilator at all times, in the exam room*
- You must not communicate with or disturb other candidates*
- The centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam will be visible in the exam room.*
- Completing the of front of your answer book, with your first name (no shortening), surname, and candidate number etc.) only do this when the invigilators advise you to. Your candidate number will be located on your desk.*
- Any use of additional answer sheets/answer books, also needs completing in full with your first name, surname etc.*
- Candidates must not open the question paper until the examination begins*

Where you will sit in the exam room

You should know your seat information from your exam timetable on Cedar, however we do also have a list outside the exam room detailing seating information.

How your identity is confirmed in the exam room

To sit your exam, you must have your student ID with you, your ID must be placed upright on your exam desk, this will be checked by the Invigilator during the exam.

What equipment you need to bring to your exams

- *Student ID*
- *Black Pen*
- *Pencil/rubber/rules where applicable*
- *Maths Equipment*
- *Transparent pencil case*
- *Water bottle – transparent with no label*

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams – this document is attached at the back of this handbook.

What you should not bring into the exam room

- *Please familiarise yourself with the JCQ information regarding unauthorised items*
- *Failure to not follow the regulations will result in malpractice.*

Food and drink in exam rooms

We do not allow food into an examination, but you are welcome to bring in with you a transparent water bottle free from labels.

Where your personal belongings will be stored during your exam

*If you are taking an exam in the Gym, you will place your belongings into the changing room. If you are taking your exam in any other location your bag will go into the room with you, and the invigilator will advise you where to put it. Please note that any phone, watch, ear phones/airpods, must **not** remain in your bag and must be handed in when instructed.*

What to do if you arrive late for your exam

Candidates who arrive late for an examination may still be admitted but may not receive any additional time.

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

- *Please call the exams team on 02476 328231 if you are unwell and unable to attend the exam – fees may occur*
- *If you are unwell but managed to attend the exam, please make this known to the invigilator and ask for a medical form – to complete before leaving the college – please either hand this back to the invigilator or the exams office.*
- *If you feel unwell during the exam – please make the invigilator aware.*
- *If special consideration is requested, then the appropriate evidence to support the request will be required.*

What happens if you have an unauthorised absence from your exam

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the Exams Office at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Office without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Office.

Parents and candidates are reminded that the College will require payment of entry fees should a candidate fail to attend an examination.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

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

In the event of an emergency evacuation the invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. 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. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident

Candidates with access arrangements/reasonable adjustments

Candidates will be involved in any decisions/discussion regarding appropriate arrangements.

Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply.

Results

The email which includes your exam timetable, will also document the results day information.

Results are viewable on cedar by the candidate only, these are classed as provisional results.

Following every exam results day, the college will always be open and there will be senior members of centre staff immediately after the publication of results for advice & guidance.

Then a few months after results are issued, the certificates (which is the confirmed results) are then available for collection from college, we will keep certificates for 1 year only.

Post-results services

After each results day there are services available, which include (reviews of results and appeals, access to scripts). Post-results services must be made through the centre, by completing a form which will be available from the exam's office.

The deadline for post results is emailed to your college email just before the release of the results.

Certificates

The college will advise when certificates are available, and then you will collect them in person from the college, if you are unable to collect your certificates you can nominate a 3rd party to collect them on your behalf, to arrange this you must email exams@ke6n.ac.uk, with your full name, the name of the person collecting your certificates and a date/time they will be collecting them.

Internal appeals procedure

On being informed of their centre assessed mark(s) (coursework mark), if you believe that the procedures below were not followed in relation to the marking of your work, or that the assessor has not properly applied the marking standards to your marking, then you may make use of the internal appeals.

Upon teachers marking your coursework, there is a commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

Complaints policy

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, King Edward VI College encourages an informal resolution in the first instance. This can be undertaken by raising the concern or complaint in person, by telephone or in writing to the head of centre – Mr Stuart Noss.

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

APPENDIX 1

JCQ Information for candidates - coursework

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

[Information-For-Candidates-Coursework Assessments 2023 .pdf \(ke6n.ac.uk\)](#)

Or

[Coursework ICC 23-24 FINAL.pdf \(jcq.org.uk\)](#)

APPENDIX 2

JCQ Information for candidates – non-examination assessments

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

[Information-to-Candidates-Non-Exam-Assessments-2023.pdf \(ke6n.ac.uk\)](#)

Or

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

APPENDIX 3

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).

[Information-For-Candidates-On-Screen Examinations 2023.pdf \(ke6n.ac.uk\)](#)

Or

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

APPENDIX 4

JCQ Information for candidates – written exams

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

[IFC-Written Examinations-23-24.pdf \(ke6n.ac.uk\)](#)

or

[IFC-Written Examinations Sep2023 FINAL.pdf \(jcq.org.uk\)](#)

APPENDIX 5

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

[Microsoft Word - Information for candidates - Privacy Notice MR \(jcq.org.uk\)](#)

APPENDIX 6

JCQ Information for candidates – social media

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

[JCQ Social Media Infographic v4 \(ke6n.ac.uk\)](#)

Or

[JCQ Social Media Infographic v4](#)

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 or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



AQA

City & Guilds

CCEA

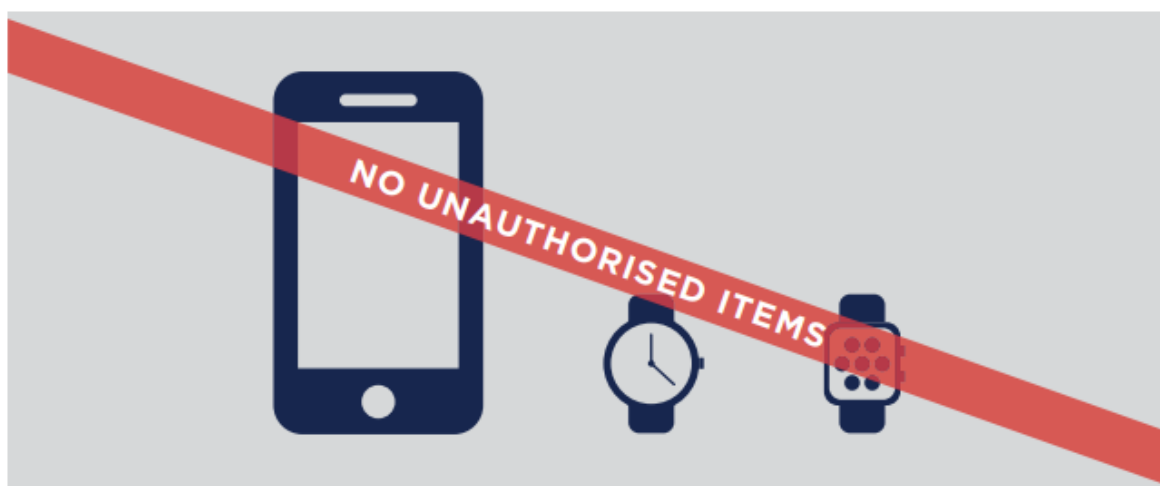
OCR

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.

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.

JCQ- FAQ's – Using Calculators

What has changed in the *Instructions for conducting examinations* for 2023-24

Below is an explanation of the changes:

| Updated guidance | Explanation of the change |
|---|---|
| 10.1 A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. | This statement has been added to clarify, for example, that mobile phones which have an in-built calculator cannot be used. |
| 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in the qualification specification. | This statement has been added to clarify that awarding bodies' specifications can include statements to waive specific elements of the regulations. |
| 10.6 During an examination calculators must not be able to offer any of these facilities: | <p>The wording 'during an examination' has been added to cater for graphical calculators that become compliant when they are put into 'exam mode'.</p> <p>The wording 'designed or adapted' has been removed to cater for graphical calculators that may have been designed to offer some of the listed prohibited functions but do become compliant when they are put into 'exam mode'.</p> <p>There is no change to the list of functions prohibited in examinations.</p> |
| 10.7 a) databanks, such as the periodic table (with the exception of scientific constants); | <p>Periodic tables have been mentioned as some graphical calculators have an in-built periodic table. These calculators may still be used in examinations using 'exam mode'. Further guidance on this is given below.</p> <p>'With the exception of scientific constants' has been added to clarify the position where scientific calculators have values, such as Avagadro's Constant and Acceleration due to Gravity. These are allowed in examinations.</p> <p>There is no change to the other pre-stored information listed in 10.7 that must not be accessible from calculators.</p> |
| 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated, and the exam mode results in the calculator becoming compliant with the above requirements. | This statement has been added to clarify the use of 'exam mode'. |

Are graphical calculators allowed in examinations?

Graphical calculators are allowed for all examinations, unless specifically prohibited in the awarding body's specification, provided they are compliant with ICE. Due to the complex nature of graphical calculators, early conversations with candidates who have graphical calculators is recommended. Centres can then be confident that the graphical calculators are compliant.

Can an 'exam mode' be used to make a graphical calculator compliant with ICE?

Many graphical calculators come with an exam mode which locks down prohibited functions such as any storage facility. This gives centres the confidence that candidates have not stored material prior to the examination. Centres should refer to the manufacturer's website to see if a graphical calculator has an exam mode which will ensure compliance.

Some graphical calculators need to be connected to another calculator of the same type, to exit exam mode. For some, the exam mode will last for a specific period, such as 12 or 24 hours. It is important the calculator is in exam mode for the whole of the examination. Some centres ask candidates to demonstrate putting the calculator into exam mode just before the examination. Some calculators have a flashing border on the display for the first 15 minutes to give confidence that the exam mode will last for the next 12 hours.

For some graphical calculators pressing the reset button on the rear of the calculator will only reset the main settings and not clear any data, programs or text stored in memories.

Are apps or websites that can graph mathematical functions allowed in examinations?

No. Devices that can communicate with other devices, or the internet, are not allowed in examinations. Tablets and phones with mathematical apps are not allowed. As these are external programmes or websites they are prohibited by ICE.

Is there a list of calculators that are allowed in examinations?

No. Due to the extensive range of calculators available, it is not possible to put together a full list of calculators that are allowed in examinations.

Is there a comprehensive list of calculators which are not allowed in examinations?

No. The awarding bodies cannot comment on any specific calculator due to their complex functionality and the wide variety of makes and models available on the market.

Centres should be aware that there are calculators which are web-enabled which have been designed to appear the same as non-web enabled calculators (for example the 'Ruby calculator': <https://www.kspyworld.com/product-page/RubyCalculator>). There are also calculators specifically designed to enable candidates to 'cheat' in examinations. Centres should familiarise themselves with the most common calculators.

Centres should have conversations with candidates, especially with those who have graphical calculators. They can then be confident that candidates' calculators are compliant with ICE.

Can candidates take more than one calculator into an examination?

Yes. There is nothing to prohibit candidates taking more than one calculator into an examination.

Are calculators which can perform numerical integration and differentiation allowed? Yes. Only symbolic algebraic manipulation and symbolic calculus are not allowed.

Symbolic algebra and calculus mean that the calculator will show the algebraic stages of the solution. These will often have an indication of being a CAS (Computer Algebra System) on the case. Calculators which perform numerical integration and numerical differentiation, to only produce a numerical answer, can be used in examinations. An example of this would be to calculate the numerical answer to a definite integral without showing the algebraic stages.

CANDIDATE CONFIRMATION



BRIEFING: INSTRUCTIONS FOR CANDIDATES – when sitting an exam

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules

At the time of your exam

- ① You **must not** enter the exam room until invited to do so by the invigilator
- ① You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave

This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room

You **must not** open the question paper until you are instructed by the invigilator that the exam can begin

A breach of examination conditions is considered by the awarding bodies as **malpractice**

- ① You **must** listen to and follow the instructions given to you by the invigilator at all times
- ① The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones, airpods and watches) if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

The invigilator will:

- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room
- tell you **when** you may complete the details on the front of your answer booklet (You must only do this when the invigilator's announcement is made)
- tell you **when** you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

Please use this document to make sure you have understood all the regulations concerning the conduct of examinations.

Regulations concerning the conduct of examinations and assessments

I confirm that prior to my assessments and/or examinations taking place:

- (Regulation 5.8a) I have been notified of my examination entries and the dates and times of my examinations/assessments
- (Regulation 5.8c) I have accessed the JCQ *Information for candidate's documents* as they relate to the qualifications I am taking prior to my assessments and/or examinations taking place:
(Tick all of the boxes that apply) • Coursework (2023-24) Non-examination assessments (2023-24)
 On-screen tests (2023-24) Social media Written exams (2023-24)
- (Regulation 5.8c) I am aware of the content of the JCQ *Unauthorised items* and *Warning to candidate's posters*

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

(Regulation 6.3) Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.

Examples of what constitutes malpractice include:

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid the copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

I understand

- What constitutes malpractice in examinations/assessments

Personal data

The JCQ information for candidates document – (Privacy notice) *Information About You and How We Use It* explains how awarding bodies collect information about examination candidates and how the information is used.

- (Regulation 6.2) I confirm this notice has been brought to my attention
- (Regulation 5.8d, 6.7) I understand my personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000