

Candidate exam handbook

2023/24

This handbook is reviewed and updated annually

Produced/Reviewed by	
L Comerford – Exams Officer	
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Introduction

Bishop Walsh Catholic School 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.

Purpose of the candidate exam handbook

- 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 posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have etc.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website, for example emergency evacuation policy (exams), internal appeals procedures, word processor policy (exams) etc.

Coursework/non-examination assessments

Please see the JCQ Information for Candidates – JCQ Information for Candidates – Coursework (Appendix 1) and Information for Candidates – Non-Examination Assessment (Appendix 2).

Written timetabled exams

You will receive a candidate statement of entry for your Summer exams in March 2024. This should be checked carefully to ensure all entries have been made correctly and that all details on the statement are correct including name/DOB etc. If you have any queries about your statement of entry you should see Mrs Comerford (Exams Officer) immediately. If you have a timetable clash (two exams scheduled at the same time) Mrs Comerford will contact you prior to exams to explain the procedure on the day of the clash. Please also check that any tiered subjects are correct.

Mrs Comerford should be informed immediately if there are any issues with the timetable.

Contingency sessions - Summer 2024

The awarding bodies have designated Wednesday 26 June 2024 as a 'contingency day' for examinations, they have also nominated 2 additional sessions this year, the afternoons of 6th and 13th June. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Candidates & parents have been informed that candidates must remain available until Wednesday 26 June 2024 should an awarding body need to invoke its contingency plan

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

Candidates with a timetable clash will be identified by the Exams Officer prior to the summer exams and procedures for the day of the clash will be agreed. These candidates must be kept under centre supervision at all times during any breaks between exams.

In most cases, and where the total exam time does not exceed 3 hours in any one session, exams will be taken back to back with a short supervised 10-15 minute break in between.

If the exam clash exceeds a 3-hour limit, the candidate will take the first exam as normal and then be supervised by a member of staff where they can eat, drink and study/revise before taking the second exam in the next session.

In very rare circumstances a candidate may need to be isolated overnight to resolve an exam clash. In this instance a letter would be issued to the candidates' parents giving full details of the exam clashes and requesting the return of a signed form to ensure the candidate would be fully supervised at home with no access to internet or other candidates.

Where you will take your exams

Our main exam room is the Sports Hall with exam concessions in The Bistro & Rooms 35 to 39. Occasionally other exam rooms will be used.

What time your exams will start and finish

All exams are scheduled to start at 9.00am and 1.30pm. On some occasions it might be necessary to change the start of an exam but all candidates will be informed well in advance.

You must be outside the exam room at least 15 minutes before the start of an exam.

You will not be allowed to leave the examination room early. If you have finished the paper you should use any remaining time to check over your answers.

Supervision during your exams

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

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

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

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Exam room conditions

- You will be called into the exam room in row order by the Exams Officer or a Senior Invigilator.
- Candidates are under exam conditions from the moment they enter the exam room until they leave the exam room.
- Candidates must listen to and follow the instructions of the Invigilator at all times in the exam room.
- Candidates must not communicate with other candidates.
- The date, centre number, start and finish times of your exam will be displayed on the board.
- Candidates are responsible for producing legible handwriting in their exams.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the Exam Boards may refuse to accept your paper.
- If you require any additional answer sheets/answer books please put your hand up and ask an Invigilator.

Where you will sit in the exam room

Your final exams timetable will show the seat you will sit in for each exam. The exam rooms are clearly set up to help you find your seat. If you are unsure of where you are sitting you can find a seating plan on display outside each exam room just prior to the exam. Once in the exam room, if you cannot find your seat, you can speak to an Invigilator who will be able to help you.

How your identity is confirmed in the exam room

A photo card with your candidate number will be placed on the desk with your seat number so that the invigilators can identify you. Please leave the photo card face up and do not write on it.

What equipment you need to bring to your exams

For most examinations you should bring the following:

- At least two pens (black ink only, no gel pens).
- Two x HB pencils.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compass, protractor, coloured pencil crayons (not gel pens)

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. Invigilators will have some spare equipment but not enough for all candidates.

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag. For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding body's regulations.

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 formulas.

The candidate is responsible for the following:

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

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 formulas;
 - text.

[Taken from [JCQ Instructions for conducting examinations 2022-2023](#), Section **10.3**]

What you should not bring into the exam room

Examination regulations are very strict regarding items that may be taken into the examination room. (See Information for Candidates – Appendix 3). If you break these rules, you will be disqualified from the examination.

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examinations Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, and any other items not permitted under examination regulations are not allowed in the examination rooms. Please leave all bags in the exam shed on the way into the Sports Hall. No food is allowed in the examination room.

- Mobile phones **must not** be brought into the examination room even if they are turned off.
- Do not write on your hands or arms before or during the exam as this can be viewed as cheating.
- Wrist watches of any kind are no longer allowed into the exam room

MOBILE TELEPHONES/ WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate Examination Board. No exceptions can be made.

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones etc.) is regarded as cheating and is subject to severe penalty from the Awarding Bodies – see table on next page.

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the Examination Board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

Food and drink in exam rooms

No food is allowed in the examination rooms. However, water bottles (which must only contain WATER) are allowed in the exam hall if necessary. These **MUST** be clear bottles with a spill-proof cap. There **MUST** be no label on the bottle. **No Chilly bottles allowed.**

What you should wear for your exams

Full School Uniform must be worn by all students attending school for examinations.

Where your personal belongings will be stored during your exam

All coats/bags will be stored in the exam shed which candidates will walk through and leave their belongings there before they enter the Sports Hall. This shed is then locked for the duration of the exam.

What to do if you arrive late for an exam

Candidates who arrive late for an examination will still be allowed to enter the examination room and sit the examination with the full time allocated. However, if a candidate arrives *very late (more than 1 hour after the published start time)* they **may** still be allowed to sit the examination, however, the Examination Board may not accept the paper.

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

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (0121 351 3215) to inform us.

Where possible please obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. If a doctor's note is not possible you will need to complete Form 14 (appendix 9) which needs to be signed by you and your parents.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – TELEPHONE THE SCHOOL

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

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

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board.

We also suggest that your parents save the school telephone number on their mobile phone so they can call in if you have a serious problem on your journey to school : **0121 351 3215**.

What happens if you have an unauthorised absence from an exam

- If you experience difficulties during the examination period (eg illness, injury, personal problems) please inform school 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 Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, usually where a student misses part of an examination through illness or personal misfortune, a minimum of 15% of the examination (including coursework) must be completed.

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

If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Do not 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 examination 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

Miss Fraser is the SENCo (Special Educational Needs Co-ordinator) at Bishop Walsh Catholic School and she will advise the Exams Office of any access arrangements required by exam candidates.

- Some students receive an allowance of 25% extra time. Where possible these candidates will be seated together in a separate room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.
- Depending on the access arrangement in place, candidates may be seated in smaller exam rooms to facilitate their arrangement.

Alleged, suspected or actual incidents of malpractice

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or**
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Please see Appendix 8 – **Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates.**

Results

- Results will be available for collection from school on the following days:
 - 15th August 2024 from 8.00am until 10.00am for GCE (A level)
 - 22nd August 2022 from 8.00am until 10.00am for GCSE
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day. The person you nominate to collect your results will be required to provide photo ID
- Candidates who are not available to collect their results on results day can have results posted by providing Mrs Comerford with a stamped addressed envelope **before** results day.
- No results will be given out by telephone under any circumstances.

Post-results services

The following services are available:

1. Access to scripts - Request a candidate's script, without having its marking reviewed. There is a fee for this service.

2. Clerical re-check - Request a clerical re-check of the marks: this does not include any review of marking. There is a fee for this service.
3. Review of marking - Make a request for the marking of a script to be reviewed. There is a fee for this service.

Requests for post-results services from internal candidates must be made through the centre.

A post results form is available from the Exams Officer on or after results day. A signature will be required to give consent for the review of any marking required as the results may go down as well as up.

Certificates

Certificates will be released to pupils following the autumn term after the end of the summer examination season. Pupils will be notified when certificates become available and will be given ample opportunity to collect them from school.

Bishop Walsh Catholic School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Examination Boards. This will require proof of identity (such as a birth certificate) and a substantial fee per Examination Board. You are therefore urged to collect your certificates promptly once they have been released for collection.

Internal appeals procedures

Appeals against internal assessment decisions (centre assessed marks)

Bishop Walsh Catholic School is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Bishop Walsh Catholic School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bishop Walsh Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

1. Bishop Walsh Catholic School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Bishop Walsh Catholic School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Bishop Walsh Catholic School will, having received a request for copies of materials, promptly make them available to the candidate within two calendar days.
4. Bishop Walsh Catholic School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing within three calendar days of receiving copies of the requested materials by completing the review of marking request form.
6. Bishop Walsh Catholic School will allow three calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Bishop Walsh Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Bishop Walsh Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. The fees and deadlines will be available in the Post Results Services pack provided by the exams officer.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by presenting this information during assemblies.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

Review of Results (RoRs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 7 calendar days prior to the internal deadline for submitting a RoR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a request for a review.

Appeals procedure following the outcome of a RoR

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre

by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Data Protection

Please see Information for Candidates – Privacy Notice (Appendix 4)

JCQ Information for candidates – coursework

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

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.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

JCQ Information for candidates – non-examination assessments

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

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.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

JCQ Information for candidates – written exams

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

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1** If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not** leave the exam room until told to do so by the invigilator.
- 3 Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”



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

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 5 Jcq Information for candidates – social media

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



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 all of your qualifications
- !! Be banned from taking assessments for a number of years

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



Appendix 6

JCQ No Mobile Phones 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.”



AQA

City & Guilds

CCEA

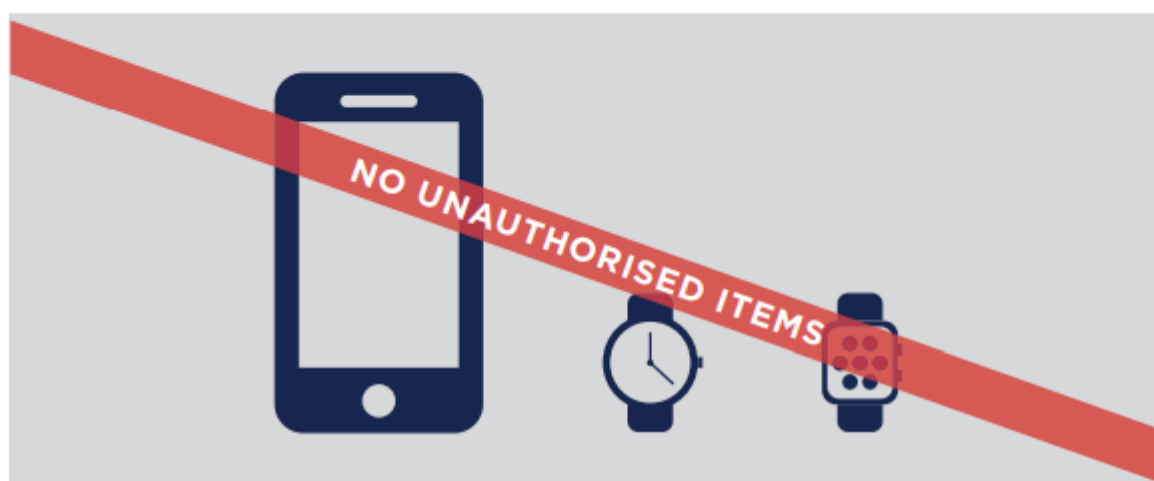
OCR

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
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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.

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

NOTE: the structure of awarding bodies' qualification can differ and therefore all the available penalties may not be relevant for every qualification.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
Standard penalties:			
	1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;	6 disqualification from all units in one or more qualification taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	
Type of offence	Warning	Loss of marks (Aggregation Still Permitted)	Loss of aggregation or certification opportunity

	(Penalty 1)	(Penalties 2 – 4)	(Penalties 5 – 9)
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour, repeated or loud offensive comments; physical assault on staff or property
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualification taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)

Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
verbal communication	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts
Offence relating to the content of candidates' work			
The inclusion of inappropriate offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawing, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawing; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualification taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

Type of offence	Warning	Loss of marks (Aggregation Still Permitted)	Loss of aggregation or certification opportunity
	(Penalty 1)	(Penalties 2 – 4)	(Penalties 5 – 9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages,

			possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or reference	plagiarism from published work not listed in the bibliography or reference; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of examinations/assessments			
The deliberate destruction of work		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results documents, including certificates			falsification/forgery
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualification taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

Type of offence	Warning	Loss of marks (Aggregation Still Permitted)	Loss of aggregation or certification opportunity
	(Penalty 1)	(Penalties 2 – 4)	(Penalties 5 – 9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means);

			receipt of assessment information or removal of secure information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualification taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

Form 14 – Self Certification

JCQ/ME Form 14

Self-certification for candidates who have missed an examination

Please read the notes on page 3 before completing this form

Awarding Body	<input type="text"/>	Examination series	<input type="text"/>
Centre No	<input type="text"/>	Centre name	<input type="text"/>
Candidate No	<input type="text"/>	Candidate name	<input type="text"/>
Spec No	<input type="text"/>	Subject name	<input type="text"/>
Component number	<input type="text"/>	Date of examination	<input type="text"/>

Part A: The centre must complete Part A of this form

Please select Yes or No beside the following statements

The centre sent the candidate home ill

(*if the answer is yes, this form does not need to be completed)

 Yes No

The parent/guardian/carer contacted the centre to say the candidate was ill

(*if the answer is yes, Part B and C of this form will need to be completed)

 Yes No

The centre is aware of medical circumstances which may cause absence

(*if the answer is yes, this form does not need to be completed)

 Yes No

The candidate has missed an examination in a terminal series

 Yes No

Head of centre/Exams officer

Date

Name (Please print)

Signature

Part B: The parent/guardian/carer must complete Part B

Please select Yes or No beside the following statements

I contacted the school/college (e-mail, telephone or text) on the day of (or the day prior to) the examination to say that my son/daughter/ward was too ill to sit an examination Yes No

I contacted a medical professional regarding the symptoms, as below, and received advice Yes No

(Awarding bodies **do not** require medical notes/certificates)

The symptoms were:

Declaration by parent/guardian/carer

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

Signed by parent/guardian/carer

Date

Name (Please print)

Signature

Part C: The candidate must sign Part C

Declaration by candidate

I felt too ill to attend my examination.

I understand that my results can be withdrawn or I can be disqualified if I claim to be ill when I was not.

Signed by candidate

Date

Name (Please print)

Signature

Notes on the use of the self-certification form

This is not a special consideration form. It does not need to be completed (and kept on file within the centre as additional evidence) if the centre knows that the candidate was ill.

Centres must not complete this form where the candidate:

- has missed a unit and can be re-entered in a future series; or
- was sent home ill; or
- was seen to be falling ill the previous day; or
- has a long-term medical condition which results in sudden absence; or
- can provide a prescription showing the date and their name and address; or
- can provide a label from medication showing their name and the date when prescribed.

Where the centre can verify the circumstances, they must be stated when making an on-line special consideration application or on the special consideration form (JCQ/SC – Form 10).

This self certification form must only be used in the following circumstances:

- the candidate has missed a terminal examination or a unit which cannot be re-entered;
- the centre has no reason to suspect that this may be a fraudulent claim;
- the candidate has been attending other examinations so far without problems.

Procedure

The centre **must** complete Part A when the parent/guardian/carer contacts the centre unexpectedly, to say what has taken place.

The parent/guardian/carer **must** complete Part B and the candidate completes Part C.

Electronic signatures are not permissible. All parties must sign the relevant section of the form by hand.

This form does not replace the special consideration form. Where an awarding body specifically requires paper forms for special consideration applications, it must be attached to the special consideration form (JCQ/SC – Form 10) relating to a missed examination in a terminal series.

Where an awarding body will only accept on-line special consideration applications, Form JCQ/ME-Form 14 must be retained on the centre's files. An awarding body may request the form for quality assurance purposes.