

The John of Gaunt School

Student Exam Handbook 2023/24

Important information about taking External Exams in 2023-4

This booklet has been written to help you. Please read it carefully. *The information below is accurate at time of writing, but please be aware that there may be changes as a result of any new Governmental guidance and regulations*

Centre No. 66641

School telephone number 01225 762637

Exams Manager - Miss Naish, Assistant Exams Officer – Mrs Brewerton

Exams Office W2 (upstairs in Wingfield)

➤ **Exam Dates**

*Summer exams are from **Tuesday 7th May to Wednesday 26th June** (NEA, Controlled Assessments, Art, Language orals, Music and Drama performances will be timetabled prior to this. Please check with your subject teacher for these dates). Remember that all students MUST be available to sit exams up to and including the final contingency date even if their individual timetable appears to finish earlier. Exams are scheduled by the Awarding Bodies and cannot be moved, to ensure that they take place at the same time around the world. The only exception to this will be if a national emergency results in one or more exams having to be cancelled or rescheduled. In this event, we will have to comply with the instructions issued by the Government and relevant Awarding Body. Please be aware that we cannot guarantee that there will not be additional 'contingency' exams scheduled to take place after Wednesday 26th June.

"The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams. Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures. For the June 2024 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on **Thursday 6th June 2024** and **Thursday 13th June 2024**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 26th June 2024**. Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days. They should consider the contingency day of Wednesday 26th June 2024 when making their plans for the summer. **Candidates must remain available until Wednesday 26th June 2024 should examinations need to be rescheduled.**" JCQ 2023

➤ Exam Start Times

We start external morning exams at **8.45 am** and afternoon exams at **1.15 p.m.** Check your individual timetable for the start times of your exams, as there may be occasions when start times have been changed to accommodate clashes.

You will need to be ready by the door of an exam room **at least 10 minutes** before the scheduled start time. This is to allow us to get everyone seated and ready to start on time.

If you have an afternoon exam, you need to leave your p4 lesson at 12:40.

Students should return to their scheduled lesson within 10 minutes of leaving an exam unless instructed otherwise.

Remember that YOU are responsible for making sure that you know when all of your exams are.

➤ Timetables and Exam rooms

You will be issued with an initial Summer exam timetable in January / February. This will allow you to check to make sure that you have been entered for all of the correct subjects and when the exams are due to take place. You may find that you have several exams scheduled to start at the same time (exam clashes). Please don't panic. This is quite common and the Awarding Bodies have procedures in place for these situations and will provide us with guidance specific to the specific situation. As long as the exams are all due to take place at JOG, we will know about this. We will speak to you on an individual basis to explain what will happen. Please do inform us if you are sitting exams at another school which clash with your JOG exams.

You will be issued with a final, individual timetable a few weeks before the exams start, which will resolve all clashes and provide you with your rooms and seat numbers for each exam and your final tier of entry where applicable.

The seating plans for each day's exams will be displayed outside of each main exam room and on the glass side of the CLC in case you need to check where you are sitting. Always double check these plans in case any last minute changes have been made.

➤ Uniform

The normal school dress code applies for all exams. Full school uniform must be worn smartly and correctly for every exam by all students except the 6th Form. The school reserves the right to refuse any candidate entrance to an exam if they are not wearing the correct uniform. The normal school rules regarding the wearing of jewellery and make-up apply during exams. Watches are not permitted in the exam room.

Students must not have any form of writing / drawing on their hands or arms.

➤ **food and drink in the Exam room**

Food is not allowed into an exam room unless special permission has been given.

You are only allowed to take into the examination room a drink of water in a clear plastic bottle and all **labels must be removed**. **There must be no writing / pattern on the drinks container and it must be completely transparent to comply with regulations.**

No other type of drink is permitted – this is in case you spill your drink over your exam paper.

➤ **Stationery and other equipment needed for exams**

You must provide all your own equipment. Borrowing from other candidates during an exam is NOT permitted under any circumstances. Ordinary pencil cases or boxes are NOT ALLOWED in the exam room. You should bring your equipment in a **clear** plastic bag or **clear** pencil case. Any pencil case which is not transparent will need to be left outside of the exam room or handed in to an invigilator.

The following equipment should be brought to EVERY exam:

2 Pens – BLACK only
2 HB pencils
Ruler (marked with millimetres)
Pencil sharpener
(preferably one which catches the shavings)
eraser

For certain exams you will also need the following:

Compasses
Protractor
Calculator
Coloured pencils

YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR ‘MICE’ IN ANY ANSWER BOOKLETS.

Exam rooms do have supplies of basic stationery but these are limited and for emergencies only, they are not to be used as your own stationery supply, as we cannot guarantee that we will have enough to lend to everyone. Most equipment you need can be purchased with reward points.

*You must not have any other equipment with you which is not permitted by the rules and nothing on your desk can be in any kind of packaging which is not completely transparent with no writing on it. You must not bring post it notes, even if they have nothing written on them.

➤ **Illness or Injury on the day of an exam**

If you are ill on the day or suffer from the effects of an accident, please inform an invigilator, Miss Naish or Mrs Brewerton. It is important that you still attempt the exam if possible, unless you are suffering from a contagious illness. If you are very ill and unable to think clearly, you should contact Miss Naish or Mrs Brewerton as soon as possible and seek advice. If you are suffering from a contagious disease, you must inform school authorities as soon as possible, as there may be specific guidance we must follow. In **all** cases of illness or injury, you will need to provide medical evidence to the invigilator or, later, to Miss Naish or Mrs Brewerton

so that a special consideration form can be sent off for you. If you sustain an injury that affects your ability to write or draw, see Miss Naish or Mrs Brewerton, as soon as possible, before the exam begins.

➤ **Last minute GCSE Tier Changes**

This should never be necessary. Your level of entry will have been discussed with you and also with your parents at parents' evening.

The question of a last minute change should never arise.

➤ **Results Days for 2023/24**

Summer GCSE: Thursday 22 August 2024

Summer A Level: Thursday 15 August 2024

Please note that you **MUST** collect your own results, unless you have provided a stamped, addressed envelope or nominated someone in writing to collect them on your behalf.

➤ **Post-results services**

Post-results services are offered by awarding bodies after the issue of exam results and are available to students who have a query or feel that they need to challenge a result. There are currently two main services provided – Reviews of Results (RoRs) and Access to Scripts (ATS).

On results days there are staff with whom results and post-results services may be discussed. You will be notified of fees and deadlines nearer to results days.

Your consent/permission must be obtained after you have received your results before we can proceed with a Post result service.

➤ **Certificates**

Yr 11 and 13 Summer certificates are usually presented at a special event after the end of November. Those for earlier seasons are usually kept securely until this time unless requested. Details will follow. The 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 them) they can only be replaced by direct application to the appropriate Awarding Bodies. This will require proof of identity and a substantial fee per Awarding Body. You are therefore urged to collect your certificates at the Presentation Event or as soon as possible thereafter and keep them safe and secure.

Please note that we cannot post certificates and you must collect them in person, or provide a named person with signed, written consent to collect the certificates on your behalf. We must retain all signatures and letters of authorisation on file as proof that we only released certificates to an authorised party. Your certificates are legal documents which are proof of your qualifications and future educational establishments and employers will ask to see them, even many years after you sat the exams.

WARNING

YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED

Words of advice and things to remember...

Make sure that you have all of the dates, times and rooms for your exams written somewhere safe and that you double check all details. Don't rely on what someone else tells you.

Don't forget your clear pencil case with black pens, pencils, ruler, eraser, pencil sharpener, protractor, compass and calculator.

DO NOT bring Mobile phones, smart watches, correction fluid or any other unauthorised material into the exam room. Remember that you are NOT permitted to have any device with internet or communication capability with you in exams. All watches are now banned from the exam room.

Don't forget that you must not write anything on your exam papers (even your personal details) until instructed to do so and do not open your exam paper until being told to begin.

Remember that you must remain in silence at ALL times in the exam room.

Always write all rough work in your answer booklet and cross it through neatly. Ask for additional paper only once you have used all of the space available. Everything you write in the exam room must be submitted to the Awarding Body, even if it is rough work.

Do not write or draw inappropriate, obscene or offensive material. You could be disqualified from your exams if you do. Don't write anything on your hands or arms during the exam as this has to be treated as if you wrote it before entering the exam room and it has to be reported to the Awarding Body and investigated as malpractice.

Try to work for the whole duration of all of your exams and put 100% effort into every paper. Always check your work through at the end if you have time. You never know where one extra mark will increase your overall grade!

Don't get stuck! If you can't remember the answer to a question, move on to another and come back to it if you have time.

Always read all instructions and questions carefully. Ensure that you understand how many questions to answer and what you are being asked.

Remember to tell the invigilators immediately if you have any issues or problems during the exam and they will do their best to resolve them. If you don't report things until after the exam has finished, our options are very limited.

Learn the Centre number (66641) and your 4-digit exam candidate number. You will need these for all of your exams. Your candidate number will be printed on your individual timetable and on the sticky label on your desk for each exam if you need to check it.

Remember to have something to eat and drink before taking your exams, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.

Please note that a change in the wording of the exam rules for this year specifies that we must report all suspected breaches of exam regulations which occur from the moment that students enter the exam room. This means that it is more important than ever that you check you have handed in any unauthorised equipment before entering the room and that you remember to enter in silence and make no attempt to touch your exam paper until told to write your details by the invigilator.

GOOD LUCK!!

[This booklet and all the documents mentioned can be found on the school website.
https://www.jcq.org.uk/exams-office/information-for-candidates-documents/](https://www.jcq.org.uk/exams-office/information-for-candidates-documents/)

**This section contains very important notices.
It is your responsibility to read them.
If you do not understand anything, please ask your tutor or someone
from the exams team to explain them to you.**

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

The John of Gaunt School is committed to making sure that whenever our staff mark a candidate's work it is done consistently and follows the relevant regulations.

A candidates' work will be marked by staff who have been trained. They will have the right knowledge, understanding and skills and if more than one member of staff is needed, they will use that experience to mark the work between them. This means it will be marked fairly and consistently. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

*If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body. A review will only focus on the quality of work in meeting the published assessment criteria.***

- 1. The John of Gaunt School will ensure that the candidate is told what their centre assessed mark was. This means that if there is a problem they can then ask for the marks to be reviewed before they are sent to the awarding body. Please note that the work cannot be altered once a mark has been issued.*
- 2. The John of Gaunt School will provide any materials / information to help a candidate decide whether to ask for a review of their marks.*
- 3. The John of Gaunt School will make sure that all necessary materials and information are provided as quickly as possible, (within 2 working days).*
- 4. The John of Gaunt School will give candidates enough time to make a decision using those materials/information.*
- 5. Requests for reviews of marking **must** be made in writing by completing a written Complaints and Appeals form (within 4 working days after receiving copies of the requested materials). The candidate **MUST** explain the grounds on which they wish to request a review.*

6. *Providing the candidate has met all internal deadlines, The John of Gaunt School will make sure that there is enough time to review the marks and let the candidate know the final decision before the awarding body's Deadline.*
7. *The John of Gaunt School will ensure that the people reviewing the marking are trained, but were not involved with marking the work of this candidate originally.*
8. *The John of Gaunt School will make sure that the person reviewing the marks is consistent in applying the standards set by the school.*
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 who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.*

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. This process may result in a mark change, either upwards or downwards, even after an internal review. This is outside the control of The John of Gaunt School and is not covered by this procedure. (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.

Please note that if candidates fail to meet the internal deadlines set by staff without an extension having been granted by the Awarding Body, there may not be time to complete the above process. On rare occasions, students may be given the option of submitting work after the internal deadline, if they accept that this may make it impossible to appeal their mark by following the process above. This is at the discretion of the subject teacher and will depend on them having enough time to complete the marking and internal standardisation required before grades can be submitted to the Awarding Body.

Candidates will need to sign to give their consent for a review to take place and to confirm that they understand the outcome of the review could be that their mark remains unchanged, is raised or is lowered. A mark amended by review will be the one submitted to the Awarding Body.

Any candidate who wishes to query their marks or would like to see a copy of the Internal Appeals Procedure, should ask their teacher or the Exams Team based in W2.

AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

JCQ Information for candidates – written exams

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

Information for candidates for written examinations – effective from 1 September 2023

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 wrist 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, 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 – non-examination assessments

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.

**This notice has been produced on behalf of:
AQA, OCR, Pearson and WJEC**

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 on-line 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, encyclopaedias, 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 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/onthistday/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 or ideas 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 or ideas 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

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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 of 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 holds. 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 above) 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 why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links above) 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 assessment 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.

Copyright

By sitting the exams, you are granting the examining boards permission to use your exam work.

When you sit an exam, your written answer is protected by copyright i.e. it is owned by you.

When your work is sent to the awarding Bodies for marking they may have to make a copy of your work for many different reasons e.g. online marking, training others etc.

With this in mind we, The John of Gaunt School, need you to understand that any of the Awarding Bodies we use may have to make copies of your exam work in order to do their job properly. They will only use your work for this purpose, to ensure that your work is marked correctly and that marking standards are consistent across the board. If you would like more information, please see the following document: JCQ *General Regulations 2023-2024*, Section 6 (page 21), which is available on our school website in the Exams section.

JCQ rules about the use of calculators in exams

*Candidates may bring a calculator to any exam that does not specifically forbid their use (for example the non-calculator Maths GCSE paper, or computer Science exams). A calculator must not be brought into the exam room if you are sitting an exam that does not permit it to be used.

*Where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies regulations (JCQ *Instructions for conducting Examinations 2023-24* 10.4). They must ensure that anything stored in the memory has been cleared before the exam and that they leave any cases/ covers which contain formulae, instruction leaflets or contain any writing outside of the exam room.

*During an examination, a calculator must not be able to offer any of these facilities:

- a) Language translators;
- b) symbolic algebra manipulation;
- c) symbolic differentiation or integration;
- d) communication with other machines or the internet;

during an examination a calculator must not give access to pre-stored information. This includes :

- a) databanks;
- b) dictionaries;
- c) Mathematical formulae;
- d) text;

(JCQ *Instructions for conducting Examinations 2023-24* 10.6/7).

*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.(JCQ *Instructions for conducting Examinations 2023-24* 10.9).

At John of Gaunt school, Candidates are responsible for bringing their own calculator to the exam. This should be standard equipment used in maths lessons. Whilst we do have some spares available to hand out in case calculators break, we do not have enough of a supply for all students and cannot guarantee that we will have one available for your use which has the same specification as you are used to. A calculator must **not** be borrowed from another candidate during an examination, but an invigilator can issue a replacement calculator and will be happy to do so.

JCQ Information for candidates – social media

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

Information for candidates: Using social media and examinations/assessments

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

The infographic is set against a dark purple background. At the top left is the JCQ logo. The main title 'Information for candidates Using social media and examinations/assessments' is in white. On the left, a text box explains that while sharing online experiences is good, it must be careful during exams. Below this is a photo of hands holding a smartphone. The center features a large tablet displaying three sections: 'Things to do on social media' (Have fun, Be responsible, Report any exam content), 'Things not to do on social media' (Buy/ask for/share exam content, Pass on rumours, Share your work, Work with others), and 'If you do any of the above activities, you may:' (Receive a written warning, Lose marks, Be disqualified, Be banned). To the right of the tablet is a large yellow speech bubble with a warning icon and a call to action to visit the JCQ website. A small speech bubble icon is also in the top right corner.

Information for candidates
Using social media and examinations/assessments

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

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

Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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JCQ 2023 – Effective from September 2023

On your exam day

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

Before sitting your exams, ensure you know:

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

What you cannot take into exams:

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



What you will need:

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



Other important information:

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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

Links from Exam Boards with useful information

https://www.aqa.org.uk/student-and-parent-support?_cldee=Gyfr2UjF4OSqeBZxUbj7XKL9L7gkFMvIM7EbXj7iTKVIsaXh81Te7B1UDec1V5l3&recipientid=account-f5e66c5a1809e3118b6278e3b519b0a5-56f0c7f648444c9c96193409481ed87f&esid=701e99dc-8be9-ed11-8849-6045bd915abb

https://www.ocr.org.uk/students/exam-support/?utm_campaign=RT05%20-%20ALL&utm_medium=email&_hsenc=p2ANqtz--cxDQ4FbLpL84FogE3bgNt9hst9rELsy8EGLgBQY8wTYPtgOcUoDP51a2wHj4qXaYb6rRpf-7Z3i_VkhE2ko-8HoLjYA&_hsmi=257102430&utm_content=257102430&utm_source=hs_email&_hsCtaTracking=b2896de9-363d-42d1-a9c1-3f35ee6838a4%7Cc6fbb581-d63f-443f-bc0f-75d1a8b84cc1

<https://qualifications.pearson.com/en/support/support-for-you/students.html>

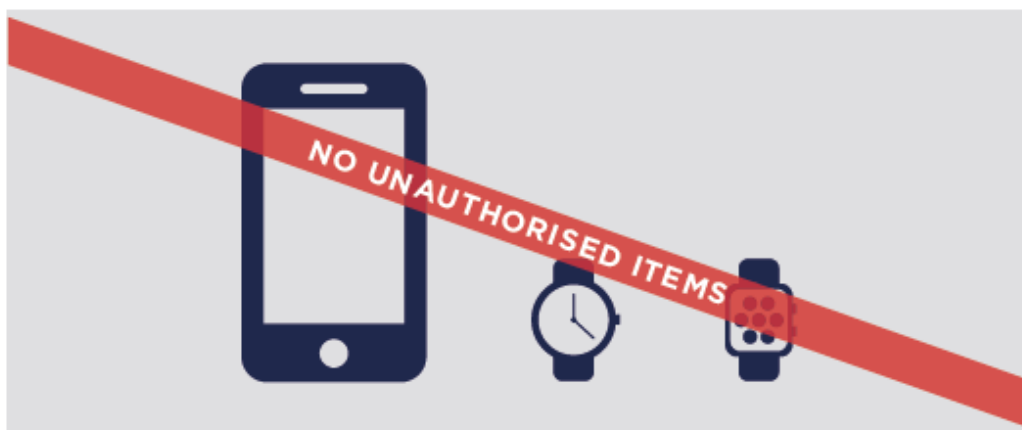
Student Guides from Ofqual

<https://www.gov.uk/government/publications/ofqual-student-guide-2023/ofqual-student-guide-2023>

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

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.

