



Springwell Lincoln City Academy

Candidate Exam Handbook

2017/18



Introduction

Springwell Lincoln City Academy is committed to ensuring that candidates (you) are fully briefed on the exam and assessment process in place in the centres and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

- ▶ To ensure you are provided with all relevant information about your exams and assessments in advance of any exams/assessments being taken
- ▶ To ensure copies of relevant JCQ information for candidates documents are provided in advance of any exams/assessments being taken
- ▶ To answer any questions you may have etc.

Non-examination assessments

- ▶ Refers to the following qualifications:
 - NOCN Skills for Employment, Training and Personal Development
 - NOCN Entry Level Construction
 - NCFE Creative Studies: Craft
 - Pearson BTEC Home Cooking Skills
 - Pearson BTEC Health and Social Care
 - Pearson BTEC Sport
 - AQA Project Qualification
 - ASDAN Animal Care
 - Sports Leaders UK
- ▶ Assessments take place throughout the courses based on individual specifications.
- ▶ Teachers will inform you about your assessments eg. format, deadlines, how the work is marked etc.
- ▶ Springwell Lincoln City Academy will ensure that you are informed of your centre assessed marks so that you may request a review of the centre's marking before marks are submitted to the awarding body. Requests for a review of marking must be made in writing by you.
- ▶ After your work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Springwell Lincoln City Academy and is not covered by this procedure.



Written exams

- ▶ Candidate statement of entry (to check that personal details and exam entries are correct) will be posted to your home address prior to final registration for the exam.
- ▶ You must check the information is correct. If there are any errors then you must inform your teacher as soon as possible. The teacher will then inform the Exams Officer.
- ▶ The Statement of Entry will detail which written exams you have been entered for plus the date of the exam, and time if known.
- ▶ The JCQ information for candidates documents – written examination, social media, privacy notice are shown at the end of this document. You must read these documents so you are aware of the regulations of the exams.
- ▶ Exam room posters – Warning to candidates, Mobile Phone will be displayed inside and outside of each exam room. They are also shown at the end of this document. You must read these notices to understand the rules regarding sitting external written exams.

On-screen tests

- ▶ The JCQ information for candidates document – on-screen tests, is at the end of this document. If you are taking on-screen tests you must read this document so you are aware of the regulations of the on-screen tests.
- ▶ On-screen tests are sat if you are taking the following qualifications:
Pearson BTEC Sport
Functional Skills ICT

Where you will take your exams

- ▶ Exams will be taken at your usual centre.
- ▶ If you are on Targeted Intervention, you will sit your exams at the Lincoln centre.
- ▶ Exams will be taken in dedicated exam rooms.

What time your exams will start and finish

- ▶ Teachers will confirm with you the exact start time of your exams.

Supervision during your exams

- ▶ Exams are supervised by a team of invigilators, made up of internal staff.
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by the awarding bodies.



Exam conditions

- ▶ You will be escorted into the exam room by an invigilator.
- ▶ You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room.
- ▶ You must not communicate with other candidates.
- ▶ All relevant information that you will need to complete the front of your exam paper is displayed in the exam room (centre number, subject, paper number, start and finish times etc.)
- ▶ Candidate numbers will be displayed on your individual Candidate Card on your desk.

What equipment you need to bring to your exams

- ▶ All materials will be provided to enable you to sit the exams.
- ▶ Mobile phones are not allowed in the exam room.
- ▶ Wristwatches must be removed and placed on your desk.
- ▶ Smartwatches are not allowed in the exam room.
- ▶ Food is not allowed in the exam room.
- ▶ Bottled water will be provided for you.

Using calculators

- ▶ You may use a calculator in an examination unless the awarding body's specification says you are not allowed to. Where the use of a calculator is allowed, these will be provided by the Academy.

What to do if you arrive late for an exam

- ▶ You should still attend your exam.
- ▶ You will be given the full time for your exam.
- ▶ If you arrive more than 1 hour late to your exam, you will still be allowed to sit the exam but it will be up to the awarding body if they accept your paper.

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

- ▶ You must let your centre know if you are too unwell to attend the exam. For Functional Skills exams and for on-demand on-line tests, such as BTEC Sport, your exam could potentially be re-arranged for another date. Unfortunately GCSE exams cannot be re-arranged so please make every effort to attend your exam.
- ▶ If you are unwell but do manage to attend the exam a Special Consideration request may be submitted to the awarding body to inform them of your illness. It is then up to the awarding body if they take this into account or not when marking your paper.
- ▶ If you feel unwell during the exam please raise your hand and make an invigilator aware. You will be able to leave the exam room, accompanied by a member of staff, and return when you feel better. You will be given the full time for the exam.



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

The Invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Candidates with access arrangements

- ▶ If you are eligible for access arrangements you will be informed by the SENCO team.
- ▶ Access arrangements include a Reader, a Scribe and/or Extra Time.
- ▶ You will only be allowed an access arrangement if you have been assessed by the SENCO and an application made.
- ▶ If approved, you will be informed of any additional arrangements made available to you and where you will sit your exam. You may have to sit your exam in a separate room to the main exam room.

Alleged, suspected or actual incidents of malpractice

- ▶ The Academy agrees to notify an awarding body immediately, by completing the appropriate documentation, of any alleged, suspected or actual incidents of malpractice.



- ▶ Notification must be made to an awarding body whether involving a candidate (during examinations or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications) or a member of staff.
- ▶ Some examples of candidate malpractice:
 - Taking unauthorised materials into the exam room
 - Not following exam rules and regulations
 - Not following instructions from an invigilator
 - Leaving the exam room unsupervised
 - Disruptive behaviour in the exam room eg. making a noise, swearing, being offensive
 - Talking in the exam room
 - Passing written notes to another candidate
 - Including inappropriate, offensive or obscene materials in an exam paper
 - Copying from another student
 - Plagiarism (copying already published work)
 - Pretending course work is your own when it has been completed by another person
 - Deliberately destroying your work or work of another candidate
 - Misuse of exam material or resources
 - Theft of another candidate's work

Results

- ▶ Provisional statements of results for Functional Skills exams will be given to you by your teacher.
- ▶ Provisional statements of results for vocational qualifications will be posted to your home address.
- ▶ Provisional statements of results for GCSEs will be available for collection from the Lincoln Centre and you will be informed of the date before you finish school for the summer holidays. If you do not collect your GCSE results then they will be posted to your home address, first class, the day after the results are released. You must attend in person to collect your results. If you wish someone else to collect your results then they must bring a signed letter, from you, giving your permission for them to do so.
- ▶ You can attend the Lincoln Centre to collect your GCSE results from 9.00am on results day. For 2017/18 this is Thursday 23 August 2018.

Post-results services

- ▶ Enquiries about results: Awarding bodies offer the following services following the release of exam results:
 - Clerical re-check: a re-check of all clerical procedures leading to the issue of a result
 - Review of marking: a review of the original marking to ensure that the agreed mark scheme has been applied correctly
 - Review of moderation: a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.



- ▶ The deadline for Centres to submit enquiries about results to an awarding body will be published prior to the exam series.
- ▶ Awarding bodies will only accept applications for reviews of marking from Centres and not from candidates or parents.
- ▶ Candidates must provide written consent for clerical checks and reviews of marking.
- ▶ Following a review of marking, grades can go DOWN as well as up.

Certificates

- ▶ When certificates are received by the Academy they are dealt with in one of 3 ways:
 - If you are still in your centre your certificate will be given to your Head of Centre to pass on to you. This mainly applies to Functional Skills exams which take place at various times throughout the year.
 - If you have left the centre, or it is the summer holidays prior to returning in Y11, you will receive a letter from the Academy telling you that your certificate/s is ready for collection. It is better to collect your certificate as the awarding bodies charge approximately £45.00 for a replacement if they get lost in the post.
 - If we do not hear from you by the deadline given in your letter, your certificate will be posted to you. The certificate will be posted as 'signed for' which means that someone must be in to accept delivery.
- ▶ If you are unable to attend the centre in person you can send someone to collect your certificate on your behalf but they **MUST** have a letter signed by you giving them permission to do so.

Internal appeals procedures

- ▶ The centre has in place a written internal appeals procedure relating to internal assessment decisions. Your teacher will be able to let you have a copy of this if necessary.
- ▶ You will be informed of your centre assessed marks **prior to them being submitted to the awarding body**, as you are allowed to request a review of the centre's marking.



Appendix 1

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking GCSE English Language and/or vocational qualifications where work is internally assessed.

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 these regulations.

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

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.

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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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.



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. 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 essays from on-line essay banks — 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 or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Do not think you will not 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 or seen the source you are using (or even marked the essay 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 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 – on-screen tests

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

Information for candidates for on-screen tests – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

Regulations - Make sure you understand the rules:

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.*
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.*
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.*
- 4 Only take into the exam room the materials and equipment which are allowed.*
- 5 You **must not** take into the exam room:*
 - **notes;**
 - **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.**

Unless you are told otherwise, you must not have access to:

- *the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;*
- *pre-prepared templates.*

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.

- 6 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.*
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.*
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.*
- 9 Do not borrow anything from another candidate during the on-screen test.*

Information - Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.*
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.*
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.*



4 Your centre will inform you of any equipment which you may need for the on-screen test.

Calculators, Dictionaries and Computer Spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the examination room any operating instructions or prepared programs.

3 Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the on-screen test

1 Always listen to the invigilator. Follow their instructions at all times.

2 Tell the invigilator at once if:

- you have been entered for the wrong on-screen test;
- the on-screen test is in another candidate's name;
- you experience system delays or any other IT irregularities.

3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

Advice and assistance

1 If on the day of the on-screen test 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 on-screen test if:

- you have a problem with your computer and are in doubt about what you should do;
- you do not feel well.

3 You must not ask for, and will not be given, any explanation of the questions.

At the end of the on-screen test

1 Ensure that the software closes at the end of the on-screen test.

2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).

3 Do not leave the exam room until told to do so by the invigilator.

4 Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



JCQ Information for candidates – written exams

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

Information for candidates For written examinations – effective from 1 September 2017

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.

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:

- notes;
- potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.

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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.

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.

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 – although Springwell Lincoln City Academy does provide everything you will need.

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.



Calculators, Dictionaries and Computer Spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- 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.

Instructions during the exam

1 Always listen to the invigilator. Follow their instructions at all times.

2 Tell the invigilator at once if:

- you think you have not been given the right question paper or all of the materials listed on the front of the paper;
- 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 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.

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.

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:

- you have a problem and are in doubt about what you should do;
- you do not feel well;
- you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions.

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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Appendix 4

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 – Privacy Notice General and Vocational qualifications Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate’s examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

- 1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.*
- 2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.*
- 3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates’ personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.*
- 4. Personal data within candidates’ work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.*

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

- 5. Awarding bodies may be required to provide a candidate’s personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service*



(LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



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.

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.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared. Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher. If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated. Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following might constitute malpractice:

- *copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;*
- *collusion: working collaboratively with other candidates beyond what is permitted;*
- *allowing others to help produce your work or helping others with theirs;*
- *being in possession of confidential assessment related information in advance of the examination;*
- *exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);*
- *failing to report to your centre assessment related information being shared online; or*
- *passing on rumours of exam content.*

Penalties that awarding bodies apply include:

- *a written warning;*
- *the loss of marks for a section, component or unit;*
- *disqualification from a unit, all units or qualifications; or*
- *a ban from taking assessments or exams for a set period of time.*

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



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
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**
**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**
**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.**

This poster must be displayed in a prominent place outside each examination room.

©2017 – Effective from 1 September 2017



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

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Appendix 8

Springwell Lincoln City Academy Emergency Evacuation Procedure

SPRINGWELL LINCOLN CITY ACADEMY

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

The Invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.



**SILENCE
PLEASE!**

**EXAMS IN
PROGRESS**