



# Wingfield Academy

## EXAM HANDBOOK 2024-25

### *Essential Information for Exam Candidates*

To help you through your exams,  
the **Exams Office** has put together this booklet.

There are a number of rules and regulations for exams that **ALL** students **must** be aware of, most of which are set by the Exam Boards and/or JCQ<sup>cic</sup>, not by New Collaborative Learning Trust.

Please read this booklet and keep a copy, as you will need to refer to it throughout the academic year.

We wish all our students the very best of luck  
and hope that they may reap the rewards of  
their efforts in their exams results.

**The Exams Office makes every effort to ensure that the information in  
this booklet is accurate at the time of production**

## Exams Office

It is the aim of the **Exams Office** to make the exam experience as stress-free and successful as possible for all students. If you have any queries, need help or advice at any time, before, during or after exams, please contact us. The Exams Office is located on the ground floor, in the office at the back of room A1 but will be moving to the first floor next to room S8 from January 2025, and is open daily from 8:30am to 3:30pm. You can contact the Wingfield Academy exams team in the following ways:

Ms O'Neill – Exams Officer	<a href="mailto:MON@nclt.ac.uk">MON@nclt.ac.uk</a>	01709 513002 Ext 232
Miss Lawrence – Trust Examinations Manager	<a href="mailto:georgina.lawrence@nclt.ac.uk">georgina.lawrence@nclt.ac.uk</a>	01977 802821
General Examinations Enquiries	<a href="mailto:wfa-exams@nclt.ac.uk">wfa-exams@nclt.ac.uk</a>	

## Examination Timetables

Examinations and assessments take place throughout the academic year, therefore it is a requirement that students do not take holidays during term time. **JCQ set a Contingency Day every academic year for the Summer exam series, and every student taking exams must be available up to and including that date.**

For 2024/25 the Contingency Day is **Wednesday 25 June 2025**.

Written exams will take place at the following times:

### **Year 11 – January 2025 – BTEC Sport**

Wednesday 8 January 2025

### **Year 11 Pre-Public Exams (PPEs):**

Monday 13 January 2025 to Friday 31 January 2025 inclusive

### **Summer 2025 GCSE and Vocational Exams**

Tuesday 6 May 2025 to Friday 20 June 2025 inclusive, but please remember that all students must be available up to and including Wednesday 25 June 2025.

### **Half Term**

Monday 26 May 2025 to Friday 30 May 2025 during which time no exams will be taking place.

**External Exam Timetables are nationally set and regulated by external exam boards and it is not possible to alter the date on which examinations are timetabled to take place.**

For the Summer 2025 exam series you will be issued with an individual exam timetable after entries have been made to the exam board. This will show your Candidate Number (which you should remember as you will need to write it on all of your exam papers), the date, start time, end time and the paper name of each exam you have.

You will be notified of your room and seat number nearer to the date of the exam.

**You should always check your personal details (full legal name, spelling and date of birth) and exams very carefully.** Your personal data (name, date of birth, gender) is transferred to the Exam Boards for examining/award qualifications purposes and **must match your legal name**. If there are any errors/omissions on your exam timetable, please contact the **Exams Office immediately**.

## Non-Examined Assessment (NEA – Coursework / Controlled Assessment)

In addition to written exams, throughout the year you will complete Non-Examined Assessment (NEA) (Coursework or controlled assessment). NEA is an integral part of many subject assessments and forms part of your final grade.

In option subjects, you cannot pass the course without completing the required number of hours on your NEA. This is why attendance throughout your final year is absolutely vital.

Students produce the work under the supervision of their teachers in accordance with the requirements of the Exam Board (Awarding Body). These will be marked by teachers (then moderated externally) or marked externally by examiners. Speaking tests and practical exams are generally held ahead of the written exams. For more information on these, talk to your Subject Teacher or Head of Department.

## Arrangements on Exam Days

### Arrival

During the Summer 2025 exam season all students are expected to attend the academy at 8am for a booster session. These sessions have had a great impact of student success in previous years with many students commenting on how they supported them with last minute hints and tips.

Students will enter via attendance from 7.45am and go to their booster session. They must be in the booster session by 8am. **Please be aware that the timing of the school bus cannot be changed.** If you catch the bus to school you will need to make alternative transport arrangements. We can support by opening the school from 7.00am for you. Please contact Miss McQuinn ([fmc@nclt.ac.uk](mailto:fmc@nclt.ac.uk)) should you need to access the academy earlier than 7.45am.

### Lateness

If you are late, go immediately to the attendance office who will inform the Exams Officer that you have arrived. You will then be advised as to whether you can still sit the exam or if you must follow another course of action. You should also be aware that the academy must inform the Exam Board of your lateness and they have the right to refuse to mark your exam paper.

### End of the day

Should you have an exam that finishes after 3pm, we are unable to hold the school bus. You will need to check your timetable in advance as it will be your responsibility to make alternative transport arrangements home after your exam finishes.

If you have longer duration exams in the afternoon, or exam clashes, or are eligible for extra time, please ensure you plan to make alternative arrangements in advance to make it home safely. You will not be allowed to leave exams early for any reason.

Remember, if you fail to attend for an exam/assessment or fail to submit your non-examined assessment, disciplinary action will follow and you will be charged for the entry fee of the examination. The academy has zero-tolerance policy towards non-attendance.

## Sickness or Unforeseen Circumstances

Missing an exam is not an option. Real GCSEs and Vocational exams **cannot be rearranged for ANY reason**. You must attend all exams.

If there is a legitimate reason you cannot sit an exam, you should contact the **Exams Office** as soon as possible.

### What if I am feeling unwell?

You should inform Miss McQuinn or Ms O'Neill immediately if you are feeling unwell on the day of an exam, and we will then support you as best we can.

If you are deemed as medically 'unfit' to attend due to illness (i.e. if you require emergency medical care or are at risk of hospitalisation) you must, of course, put your health first. You should obtain medical evidence detailing the reason for non-attendance and ensure it reaches the **Exams Office** within **three days** of the missed exam. With this evidence, we **may** be able to apply for Special Consideration with the Exam Board and an overall grade **may** be awarded, if the eligible criteria are met.

### Emergency Access Arrangement

If something happens to you close to the exam period, e.g. injuring a hand, and you think you may require some assistance in your exams; you should **inform the Exams Office immediately** so we can advise you whether any alternative facilities or support are necessary. It may be possible to provide an 'Emergency' Access Arrangement owing to unexpected circumstances. For example, if you have broken your arm, we may be able to provide a laptop or scribe to write your answers.

### What is Special Consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an Assessment. If you have any temporary illness or suffer a personal misfortune (i.e. bereavement, accident, injury, sickness, trauma, severe allergies, severe hayfever etc.), which may affect your exam performance, arising **at the time of the assessment**, the Exams Officer must be informed **before** the assessment/exam takes place. We will then guide you through the Special Consideration process.

The Examinations Officer submits Special Consideration applications to the relevant Exam Board(s) who will consider the circumstances and at their discretion, award a small additional allowance (between 0% and 5%) to the total raw marks of the component(s) concerned. No disclosure of the adjustment granted is provided to the Academy by the Exam Board(s).

## Study Leave

**The academy does not allow students to go on study leave.** During the exam season, Year 11 students will receive a new timetable that is specifically planned to ensure all students are prepared for their examinations. We ensure that this booster timetable is planned with the exam timetable in mind, allowing students to complete purposeful revision, alongside their teachers, for each exam. Students who engage with this timetable always do better in their exams.

## Clashes

A clash is when you are timetabled on the same day and time to sit two exams (or more).

There are two exam sessions daily, one in the morning and one in the afternoon.

If you have a clash, one of the following will happen:

- If you have two exams that total **three hours or less** in one session, you will sit these one after the other consecutively within the exam room. Your exam times will be amended on your timetable. You will not be allowed to leave the exam room unaccompanied between the two exams.
- If you have two exams total **more than three hours** in one session, the Examinations Officer will revise your timetable for the day of the clash within the regulations. If an exam needs to be moved to an alternative session due to a clash i.e. an exam is moved from the morning to the afternoon, you will be kept in supervision over the lunchtime period. The Exams Officer will give you more details about this closer to the time.

## Bad Weather

All exams will take place whatever the weather, as Exam Boards make no allowances for severe weather.

**External exams cannot be rescheduled**, and it is our intention that these exams will still take place even if Wingfield Academy has had to close for normal lessons.

All students must do all they can to get into the academy to sit their exams in the case of severe weather.

Students who would normally travel to the academy by bus and are unable to get safely to the academy for an exam must contact the academy as soon as possible, and it should be before the scheduled start time of the exam. Remember the telephone lines will be busy so please leave a detailed message including your name, which exam you should be taking and a contact telephone number. There is no guarantee in this case that the exam board would apply special consideration, therefore every effort must be made to attend all exams.

## Exam Regulations

### KNOW YOUR TIMETABLE & CANDIDATE NUMBER

Review your Exam Timetable once you receive it. It is your responsibility to ensure that you know the correct date, time, location and seat number for all of your exams.

Your candidate number is shown on your Exam Timetable. This is a four-digit number that identifies you and will remain yours throughout your studies at Wingfield Academy. You should memorise this as you will need to use it on all of your assessments, for all exams and if you have any queries about your exams.

### WATER & FOOD

You are allowed to bring into the exam room one **small** bottle of water in a clear (non-coloured) container with a spill proof cap and it must not have any writing, motifs, logos etc on it, and all labels must be removed. The academy will provide one bottle of water for each exam. **No other food or drink is permitted in the exam room**, unless provided by the academy.

### EXAM CONDITIONS

Students will be allowed into the exam room approximately 15 minutes before the scheduled exam start time so that all regulations can be read out and the exam can begin on time. The invigilator will announce when students can enter the exam room. **As soon as you enter the exam room you are under examination conditions so you must be in silence and not talk to any other candidates.** You must not write anything, even on the front of the exam paper, until you are told to do so.

## PERSONAL BELONGINGS AND UNIFORM

Coats, scarves, hoodies, gloves and hats must not be worn, put on your chair or placed on the floor during an exam. **Full school uniform must be worn for all exams.** All bags must be placed at the front or side of the room on entry (the invigilator will tell you where) Wingfield Academy can accept no responsibility for items that are damaged, lost or stolen.

## FORBIDDEN ITEMS

You must ensure your mobile phone and any watches are handed in to a member of staff in Griffin before you enter the exam room. Your phone must be **switched off**, it must **NOT** be on silent or vibrate.

These items are forbidden in the exam room:

- **MOBILE PHONES**
- **AIRPODS, EARPHONES/EARBUDS**
- **IPODS**
- **WATCHES**
- **SMART GLASSES OR ANY OTHER SMART DEVICE**
- **MP3/4 PLAYERS OR SIMILAR DEVICES**
- **DATA STORAGE DEVICES (INC. SOME CALCULATORS)**
- **ANY OTHER POTENTIAL TECHNOLOGICAL OR WEB ENABLED SOURCES OF INFORMATION**

These items must be kept in your bag during the exam – they **CANNOT** be kept in pockets:

- **CALCULATOR LIDS**
- **BOOKS**
- **NOTES**
- **PAPER**
- **DICTIONARIES**
- **GLASSES CASES**

Students wearing religious head clothing, will, when requested, need to show the invigilator that they are not wearing any airpods, earphones, earbuds or similar underneath.

## EQUIPMENT

Pencil cases, with all the equipment you require, will be provided for you. **Please ensure that at the end of the exam you place everything neatly back in the pencil case.**

You may bring your own calculator for Science, Maths and Geography exams. You will require one of the following models:

- Fx-83gt CW
- Fx-85gt CW
- Fx-83GT X
- Fx-85GT X

## MALPRACTICE

Breaking any of the rules/regulations above is considered **MALPRACTICE** and will be investigated and reported to the exam board. You will be subject to penalties and possible disqualification. The normal practice by the Exam Board is to award zero marks for the exam and you may be disqualified from the unit, full subject or all your subjects.

This rule is applicable for **all exams including PPEs, practical exams, orals and controlled assessments.**

## Toilet Breaks

It is important that you use the toilet before you enter the exam room. Using the toilet during an exam can cause disruption for other candidates and must be kept to an absolute minimum.

Where exams are less than 1 hour 30 minutes long, you will not be able to use the toilet during the exam, unless you have a medical reason that the academy is aware of and a toilet pass has been issued.

When using the toilet, an invigilator will escort you, and you may be asked to empty your pockets before entering the bathroom. No extra time will be given unless you have been granted supervised rest breaks as a pre-exam access arrangement for medical reasons.

## What To Expect In The Exam

- You must obey any instructions given by invigilators; you must listen carefully to instructions and inform the invigilator if you cannot hear or do not understand what is being said.
- You must not communicate in any way with another candidate and must not disturb other candidates. Strict silence must be observed at all times in the exam room. You are not allowed to borrow equipment from another candidate.
- You must remain seated (in your allocated seat) and may not leave until instructed to do so. If you leave the exam room unescorted, you will not be allowed to re-enter and your exam paper could be disqualified.
- If you wish to attract the attention of an invigilator, you must do so by raising your hand without disturbing other candidates.
- You may not read/open your exam paper or start writing (even on the front page of the examination paper/answer book) until given permission to do so. You must stop work **immediately** when instructed to do so.
- You must check that you have the correct exam paper. If you think you may have the incorrect paper then you must notify an invigilator immediately. Read all instructions carefully. It will tell you which questions you need to answer and the duration of your exam.
- Remember to write your answers clearly and legibly; examiners cannot mark what they cannot read.
- You must clearly identify your work by completing your personal details (including full legal name) on each question paper/answer book and on every other item of exam stationery used.
- All your work must be written in the question paper/answer book or on other exam stationery provided. Rough work and all calculations must be written in the question paper/answer book and should be neatly crossed through with a single line if it does not form part of the answer to the question being attempted; in other words there is no separate 'rough work paper'. Answers should be numbered clearly to indicate the question to which they refer.
- Do not write on the exam desks. It is regarded as vandalism and you will be asked to pay for any damage – do not forget we have seating plans with your name and seat number.
- You must remain in the exam room until the end of the exam (i.e. if you finish early you cannot leave the exam room).
- At the end of the exam, you will be instructed to stop writing and should do so immediately – do not even complete the word/sentence you are currently writing – remain silent and in your place while the exam papers and equipment are collected. No exam stationery is to be removed from the exam room; this would be considered a case of malpractice.
- You will be dismissed from the exam room, row by row, on instruction by the invigilator. Please collect your belongings and leave the exam room quickly and quietly so you do not disturb other students who may still be writing. **Do not congregate outside the exam room. Go straight to the Griffin.**
- In the event of an unforeseen emergency (e.g. fire alarm), you will be instructed by the invigilators on what to do. Remain calm and do not panic. If it is necessary to evacuate the exam room, candidates must leave everything, including their exam paper, on the desk and you **must not talk to any other student or member of staff** (except staff from the exams team) during the evacuation.
- If you need to take medication during an exam, you should inform the invigilator before the start of the exam. If you feel unwell during an exam, inform one of the invigilators, who will be able to assist you.
- Please be aware that the JCQ<sup>CIC</sup> Inspections are never announced and inspectors can walk in at any time. The academy must abide by all the JCQ<sup>CIC</sup> regulations.

## Access Arrangements

These are **pre-exam** adjustments made for individual students, based on evidence of need and the student's normal way of working. These may be required for students with certain disabilities or medical conditions. Examples of such conditions are mobility; visual or hearing difficulties; dyslexia; dyspraxia or learning difficulties. Provisions may also be made for students for whom English is a second or additional language.

Any arrangements made, e.g. extra time allowed to complete exams, are called 'Access Arrangements'. Access Arrangements are discussed with the Special Educational Needs Coordinator (SENCo) and must be approved well in advance of any Exam Series. If you are entitled to Access Arrangements, these will have already been confirmed to you. Any access arrangements granted **must be your normal way of working and evidence of this must be gathered prior to any exams taking place**.

If you feel that you may have a condition that warrants Access Arrangements, but have not yet disclosed the condition, you should do so immediately after reading this information. Speak to a member of staff in the Inclusion Team. You would normally need to provide evidence of need, it must be your normal way of working and under-go assessments and rigorous testing and obtain approval from the Exam Boards before anything can be implemented. Access Arrangements must not provide a candidate with an advantage and therefore may not be granted if the robust criteria are not met.

## Exam Results

GCSE and Level 2 Vocational results day will take place on: **Thursday 21 August 2025**

You will receive a letter with more details closer to the time.

## Access To Scripts & Review of Marking

For a short period following exam results, students have the option of obtaining a copy of their exam paper or a Review of Marking. This service, Enquiry About Results, is available for each Exam Series.

Listed below are the main services offered by the Exam Boards:

### A. Access To Scripts (ATS)

There are two types of services available for a copy of an exam script/paper:

1. Priority Copy (to inform a Review of Marking decision)
2. Original/Non-Priority Copy

### B. Review of Marking (ROM)

This service offers a **review** of the original marking for externally assessed units only (individual written exam papers) to ensure that the agreed mark scheme has been applied correctly and the marks awarded have been totalled correctly. It is **not** a remark of your paper. A priority review of marking ROM can be requested for students whose place in Further/Higher Education depends on the outcome. A photocopy of the reviewed script may also be requested for an additional fee.

A priority photocopy can be requested with a view to considering a non-priority review of marking for a fee. A review must be requested separately before the deadline, it cannot be processed automatically.

If you would like to request a Review of Marking, there will be a cost that you must pay before the application is submitted.

**Candidate** consent **MUST** be obtained for all requests for Reviews and/or Access to Scripts, otherwise they cannot be processed.

## Certificates

A Certificate Presentation Evening is held each year, in December, for any results achieved in the previous academic year. You will be given more information about this nearer the time.

It is important that you keep your certificates in a safe place, as you should be aware that if you lose them or require duplicates, each Exam Board charges a fee. Not all Exam Boards issue replacement certificates and may only provide a letter confirming your marks/grades or certifying statement of results. Wingfield Academy does not keep copies of your certificates.

### Proxy In-Person Collection

You are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect them, you will need to give authority for someone else to collect and check them on your behalf. This may be a letter addressed to the Exams Office or an email to [wfa-exams@nclt.ac.uk](mailto:wfa-exams@nclt.ac.uk). The letter/email should state your full name, date of birth, contact number and the name of the person who will collect them. The person collecting them must show some form of their own self-identification (photo ID).

### Uncollected / Replacement Certificates

We strongly advise all students to collect their certificates, as we are only required to keep certificates for twelve months from issue. Certificates would then have to be replaced/re-issued by a student's direct application to the applicable Exam Boards at a substantial fee (approximately £45.00 each). This can also be a very time-consuming process.

## Academic Appeals

We recognise how important results are to you and have an appeals procedure that deals specifically with academic issues.

If at any stage during your course(s) you have any concerns about the procedures used in assessing your internally marked work (e.g. coursework/portfolio/projects/performance), you should speak to Miss Hodgson ([BHO@nclt.ac.uk](mailto:BHO@nclt.ac.uk)). Hopefully this will resolve the situation.

The process for applying for appeals against internal or external assessments is detailed in the Exams Policies Booklet (*Academic Appeals area*) and is available from the **Exams Office**.

# Academic Misconduct/Malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. Examples of candidate malpractice are set out below. The list is not exhaustive, other instances of malpractice may be considered by the awarding bodies at their discretion.

Awarding bodies impose sanctions on individuals responsible for malpractice in order to:

- minimise the risk to the integrity of examinations and assessments, both in the present and in the future;
- maintain the confidence of the public in the delivery and awarding of qualifications;
- ensure as a minimum that there is nothing to gain from breaching the regulations;
- deter others from doing likewise.

## Sanctions

Candidates may be subject to one or more sanctions. Awarding bodies may, at their discretion, impose the following sanctions against candidates:

### 1. Warning

The candidate is issued with a warning that if they commit malpractice within a set period of time, further specified sanctions will be applied.

### 2. Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work.

### 3. Loss of all marks for a component

The candidate loses all the marks gained for a component.

### 4. Loss of all marks for a unit

The candidate loses all the marks gained for a unit.

### 5. Disqualification from a unit

The candidate is disqualified from the unit

### 6. Disqualification from all units in one or more qualifications taken in that series or academic year

If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series.

### 7. Disqualification from a whole qualification taken in that series or academic year

The candidate is disqualified from the whole qualification taken in that series or academic year.

### 8. Disqualification from all qualifications taken in that series or academic year

If circumstances justify, sanction 7 may be applied to other qualifications.

### 9. Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

## Examples of Candidate Malpractice are:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with others, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework or non-examination assessments or examination responses;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;



- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- personation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- theft of another candidate's work;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

The invigilators will ensure compliance with all examination regulations and have a duty to report any irregularities.

These categories of misconduct are not exhaustive and may include such acts that New Collaborative Learning Trust or Exam Board(s) also regard as a breach of these rules and regulations. Any breach of rules or misconduct **will not be tolerated**.

**All cases of malpractice must be reported to the Exam Board.** Do not let it happen to you. Follow all the rules and regulations and refer to the JCQ<sup>CIC</sup> (Joint Council for Qualifications) notices that have previously been provided to you and are available on the academy website. Do not risk your future!

This rule is applicable for **all exams including PPEs, practical exams, orals and controlled assessments**.

# JCQ Information for Candidates

The Joint Council for Qualifications issues Information for Candidates each academic year, and it is your responsibility to ensure that you read, understand and follow all of the regulations contained in the following six documents.

Information for Candidates – Coursework – from Sept 2024

Information for Candidates - Non-examination assessments – from Sept 2024

Information for Candidates – On screen tests – from Sept 2024

Information for Candidates - Privacy Notice

Information for Candidates - Social Media – 2024-25

Information for Candidates - Written exams – from Sept 2024

These have previously been supplied to you and are also on the academy website.

The following notices will be displayed outside of every exam room, and you must abide by them at all times.

The poster features the JCQ logo at the top right and navigation links for AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main text reads: "NO MOBILE PHONES NO WATCHES" and "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". Below this is an illustration of a mobile phone, a watch, and a smartwatch, with a red diagonal line and the text "NO UNAUTHORISED ITEMS" crossing over them. The bottom section states: "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." A small note at the bottom says: "This poster must be displayed in a prominent place outside each examination room."

The poster is titled "Warning to candidates" and features the JCQ logo. It lists seven rules for 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.

A note at the bottom states: "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."