

# Blessed George Napier Catholic School and Sixth Form

A Youth Sport Trust Lead School for Leadership, Coaching and Volunteering

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Compassion  
Respect  
Truth  
Service  
Forgiveness



**Centre Name: Blessed George Napier School**

**Centre Number: 62203**

## Examinations 2023/2024

### Important Information for Students Parents/Guardians

(This booklet should be read and kept safe for reference).



**The Examinations Officer – Mrs K Khabiri**

## **INTRODUCTION**

It is the aim of Blessed George Napier RC School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/guardians. Please read it carefully and show it to your parents/guardians so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or Examination Boards) set down strict criteria which must be followed, for the conduct of examinations and Blessed George Napier School is required to follow them precisely.

If you or your parents/guardians have any queries or need help or advice at any time before, during or after the examinations, please contact the Exams Officer.

### **GDPR**

There is a requirement for the exams office to hold exam related information on candidates taking external examinations. For further details on the type of information held, please see the Exams specific GDPR policy available from the school website.

### **Malpractice**

Malpractice means any act or practice which is in breach of the exam board Regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work (plagiarism/use of AI without the correct referencing)
- Undermining the integrity of examinations/assessments.

#### **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.

**It is the responsibility of the student not to plagiarise (often the result of 'cut and pasting') or to use any tools of artificial intelligence. If the exam board detects any abuse of this, then the student risks malpractice sanctions which could include disqualification and debarment for taking qualifications for a number of years.**

## **BEFORE THE EXAMINATIONS**

### **Examination Boards**

- The School uses the following Examination Boards: AQA, Edexcel, OCR, NCFE, WJEC

### **Entries**

- First-time entries will be done through your class teacher.
- Re-sits will have to be paid for and a form can be obtained from the Examination Officer. It is the student's responsibility to ensure that they collect, complete and submit form with payment for any re-sit entries, ensuring that correct specification and/or unit codes are listed.

### **Individual Timetable**

- You will receive an individual timetable via your school email address, showing your own specific examinations with details of date, time, room and duration of examination. Candidates must check everything carefully, in particular that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult (and costly) to change them once certificates are awarded.
- In the case of GCSE – please make sure you have been entered for the correct tier. Some subjects only have one tier of entry, some have Foundation and Higher Tiers.
- A few candidates will have a 'Clash' – where two subjects are timetabled on the same day at the same time. The Examinations Officer will make special arrangements for these candidates and you will be informed of the new arrangements. Candidates will be kept under exam conditions for the duration of all their 'clash' exams and therefore may need to bring food/drink with them as they will be unable to go to the canteen.
- If you think there are any errors or clashes on your timetable that have not been resolved, please see Mrs Khabiri immediately.

## **DURING THE EXAMINATIONS**

### **Examination Regulations**

- A copy of the 'Notice to Candidates' leaflets which are issued by the JCQ are included at the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The School **must** report any breach of the regulations to the Awarding Body.

### **Non-Examined Assessments (NEA)/Internally Assessed Units**

- Some subjects will have a non-examined assessment element to them which must be completed, marked and then forwarded to the Examination Board well before the formal examination sessions take place. Candidates will be notified of their mark prior to submission to the awarding body. Candidates can request a review of the school's marking, prior to submission and can then request copies of materials if considering a review of the centre's marking. Full details of the procedure for appeal of marks are contained within the Exams Policy (see school website). In order to accommodate this process, the School's deadlines must allow time for this process to take place. **Internal dates cannot be changed.** Students who do not submit work on time will not be allocated a mark for this portion and their overall grade will suffer.

- Non-examined assessments are designed to test subject specific knowledge and skills such as practical skills that cannot be tested with timed written papers.
- Depending on the level of control for each assessment they may take place: -
  - a) within the school day, under supervision, with controlled access to resources
  - b) outside the school day, under supervision, with controlled access to resources
  - c) outside the school day, with limited supervision and involved research
- Your subject teacher will advise you of the level of control for each assessment. It is **vital** that you attend any sessions where NEA has been scheduled to take place.
- **Candidates must ensure that they read carefully the JCQ information on NEA's and plagiarism contained within this booklet and correctly reference all source material.**
- If you have any concerns regarding the Internal Assessment procedures for External Qualifications, the policy and procedure regarding this, is available from the Exams Officer or the school website.

### Access Arrangements in Exams

- Are agreed arrangements usually made prior to the start of the course. Candidates must ensure they are fully aware of their entitlement.

### Attendance at Examinations

- Dates for examinations are rigidly fixed by the examination boards and cannot be changed for holiday commitments. Parents/Guardians are reminded that they require the Head teacher's permission to take students out of school and that they book holidays during term time at their own risk. Following the pandemic Exam boards are required to timetable 'contingency' sessions into the exam timetable. **This year candidates must be available up to and including Wednesday 26<sup>th</sup> June 2024.**
- **Candidates** are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in **full school uniform** and fully equipped. Candidates must arrive at least 15 minutes prior to the start of their examination and wait quietly until called in the examination room.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer immediately following the exam (see absence from examinations).
- All items of equipment (pens, pencils, mathematical instruments, etc.) should be visible to the invigilators at all times. You must use either a **clear plastic pencil case or clear plastic bag**.
- Pens should be **black ink or black ballpoint only** (blue is not permitted). No correcting pens, fluid or tape is allowed in your answers.
- For Mathematics and Science examinations, candidates should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and check that the batteries are new.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you **WILL** be disqualified from the examination.
- **Watches**, mobile phones, AirPods, earphones/earbuds or any other devices with an electronic communication/storage device, web enabled or digital facility, **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** they must be handed into the invigilator. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an

examination (even if it is turned off) it will be taken from you and a report made to the appropriate Examination Board who in majority of cases, will award no marks for that paper. No exceptions can be made.

- No food is allowed into the examination room. Still water or dilute squash may be brought to the examination, preferably in a sports cap bottle. **Bottles must be transparent with no writing on them. NO** fizzy drinks, cans or pouches will be allowed in the examination room due to risk of spillage. **Any labels must be removed from bottles.**
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write inappropriate, obscene or offensive material on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read aloud by the invigilators – there may be amendments to the paper.
- **Check you have the correct question paper – it is your responsibility to check the subject, paper and tier are correct. If you think you have been given the wrong paper, ask the invigilator to check.**
- Read the instructions on the front of the question paper carefully – you may be required to answer **some** or **all** of the questions.
- Candidates **will not** be allowed to leave an examination early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or additional sheets of paper, ask the invigilator for a tag to fasten them together in the correct order and remember to add your name, candidate number and paper details to the sheet.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must not be taken from the examination room.
- Remain seated in silence until told to leave the examination room. Leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic. If you must evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### Invigilators

- The School employs external invigilators to conduct the examinations. Students are always expected to behave in a respectful manner towards all invigilators and follow their instructions .
- Subject Heads/Teachers will normally be present at the start of an examination only.
- Please note that invigilators cannot discuss the examination paper with you, explain the questions or read any part of it unless a 'Reader' forms part of an access arrangement.

- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Invigilator, Exams Officer or Senior Leadership Team.

### **Absence from Examinations**

- If you experience difficulties during the examination period (e.g., illness, injury or personal problems) please inform the Examinations Officer at the earliest possible opportunity so that she can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. **It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/guardian and given to the Examinations Officer without delay, in all cases where an application is to be made for special consideration.**
- Candidates and Parent/Guardians are reminded that the school will require payment of entry fees (usually at least £40.00 per subject in GCSE, £90.00 for A levels) should a candidate fail to attend an examination without a valid reason and without informing the school.
- **Please note that misreading your timetable will not be accepted as a satisfactory explanation of absence.**

### **AFTER THE EXAMINATIONS**

#### **Notification of Results**

- Results will be sent to you via your school email address or they can be collected from the LRC (see dates and times below).
- If you wish any other person (including family members) to collect your results on your behalf you must give your **written authorisation** to school before results day.
- Candidates who would like their results posted must leave an A5 stamped addressed envelope with the Examinations Officer **before** results day.
- **No results will be given out over the telephone or to any other person, without authorisation.**

**A Level/L3 - 8.00am Thursday 15<sup>th</sup> August 2024**

**GCSE/L2 – 9.00am Thursday 22<sup>nd</sup> August 2024**

#### **Post Result**

- If you need post-result advice, school teaching staff will be available on **results days only**.
- If you wish to query a result with the Examination Board you will need to speak to Head of Subject/teacher who will refer the matter to the Examinations Officer. University places that are dependent on post-result outcomes must be notified **directly to the Examinations Officer on results day** and will be dealt with as a priority.
- All other enquiries about results must be made to the Examinations Officer by

**Friday 13<sup>th</sup> September 2024.**

**Forms will be available on results day from the Exams Officer or from the school website.**

- The School will not enter former pupils for re-sits in November. If you need to re-sit an examination, please speak the Exams Officer

### **Issue of Certificates**

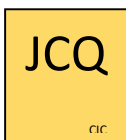
- Certificates for examinations taken in May/June will be available after half-term in November. Students in 6<sup>th</sup> form will receive theirs in school. Leavers will be required to collect them from reception. If you need someone to collect them for you then you will need to supply them with a letter of authorisation. A letter will be sent to leavers detailing certificate collection instructions.
- Certificates are very important documents which Examination Boards will normally not replace if lost. Blessed George Napier School is only required to keep them for **one year** and then they can be destroyed, therefore it is **vital** that students collect them promptly and keep them safe for future reference. Awarding bodies will provide a 'Proof of Result' only, at a cost of at least £40.00 each.

### **Equipment List**

- Please ensure you have the following contained in a see-through pencil case for each examination:-
  - Black pens
  - Pencils
  - Colour pencils
  - Pencil sharpener
  - Ruler
  - Eraser
  - Pair of Compasses
  - Protractor
  - Calculator

## **JCQ NOTICES**

**Please ensure you read the following important JCQ notices**



### Written Examinations

**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, earphones/earbuds.Any pencil cases taken into the exam room must be see-through.

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

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

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

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

#### **C. Calculators, dictionaries and computer spell-checkers**

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

#### **D. Instructions during the exam**

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

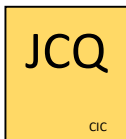
#### **E Advice and assistance**

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 room until you are told to do so by an 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.





# Joint Council for Qualifications

## Information for candidates

### On-screen Tests

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

#### A. Regulations – Make sure you understand the rules.

1. Be on time for your on-screen tests. 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 required
5. 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, earphones/earbuds.

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

- (c) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs, and memory sticks.
- (d) 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 have a watch the invigilator will ask you to remove and hand it to them.
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 onscreen test.

#### B. Information – Make sure you attend your on-screen tests and bring what you need.

1. Know the dates and times of all your on-screen tests. Arrive at least ten minutes before the start of each on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the exam.
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.

#### 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 on-screen test

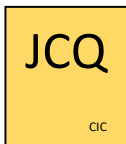
1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test.
  - (b) the on-screen test is in another candidate's name.
  - (c) you experience system delays or any other IT irregularities.
3. You may be given a question paper, or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

#### E 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:
  - (a) you have a problem with your computer and are in doubt about what you should do.
  - (b) you do not feel well.
3. You must not ask for, and will not be given, any explanation of the questions.

#### F. 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 tests



# Joint Council for Qualifications

## Information for candidates

### Non-examined assessments

This document tells you about some things that you must and must not do when you are completing your work. When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

### 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. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your 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.

Don't be tempted to use pre-prepared online solutions – 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.

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

#### The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

[http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024. Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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

If you copy the words 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.

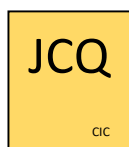
## Penalties for breaking the regulations.

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**



## Joint Council for Qualifications – Privacy Notice

### 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. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high-level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

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 by contacting the awarding body (see above).

### **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be via their website or by contacting the awarding body.

### **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.

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here:

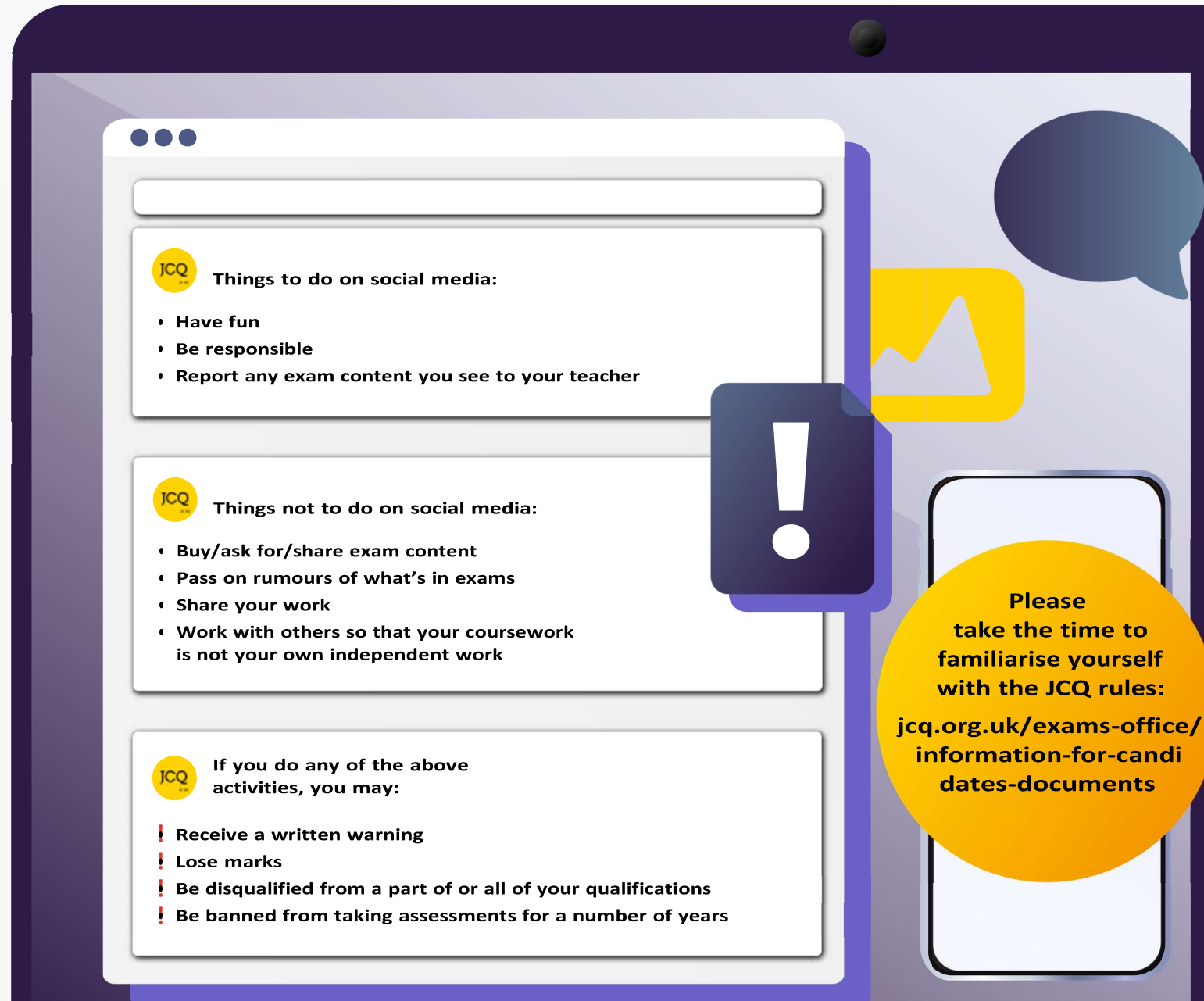
<https://www.jcq.org.uk/contact-our-members/>.

### **Please note:**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England.

**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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)