



Candidate Exam Handbook

2024/25

□

Table of Contents

Contents	2
Introduction	3
Information you will receive about your exams and assessments.....	4
What to do if you identify you have two or more exam papers timetabled at the same time (exam clash)	5
Where you will take your examinations	5
What time your examinations will start and finish.....	5
Supervision during your exams.....	6
Exam conditions.....	6
Where you will sit in the exam room.....	6
How your identity is confirmed in the exam room.....	6
What equipment you need to bring to your exams.....	7
What you should not bring into the exam room.....	7
Food and drink in exam rooms.....	7
What you should wear for your exams.....	7
Where your personal belongings will be stored during your exam.....	7
What to do if you arrive late for an examination.....	7
What to do if you are ill on the day of an examination.....	7
What will happen in the event of an emergency in the exam room.....	8
Information about malpractice in examinations and the penalties imposed.....	9
Information about access arrangements for examinations.....	9
Information about results day.....	10
Information about certificates.....	10
Appendix 1.....	11
JCQ Information for Candidates –Written Exams 2014-15	
Appendix 2.....	13
JCQ Information for Candidates – People present in the examination room	
Appendix 3.....	14
JCQ Information for Candidates –Non examination assessments	
Appendix 4.....	17
JCQ Information for Candidates –Privacy Notice	
Appendix 5.....	20
JCQ Information for Candidates – Warning and Information to candidates	



Introduction

This booklet contains important information relating to the Public Examinations that will take place at Open Academy this summer.

Please ensure that you and your parent/guardian read this booklet carefully before the start of the examination period.

If you have any queries please contact Lydia Chandler at the Exams Office:

Lydia.chandler@open-academy.org.uk

Useful Contacts School Telephone Numbers

Main Reception	01603 481640
Exams Office	01603 481680

Key Staff

Exams Officer	Mrs Lydia Chandler
Assistant Principal (Exams)	Mr Ian Fisher
Head of Year 11	Mr Chris Dilley
Asst Head of Year 11	Mrs Debbie Lamb
Assistant Head of Sixth Form	Dr Caroline Davies
Head of Sixth Form	Mrs Leila Molloy
SEN Coordinator	Mrs Elizabeth Zimmerman

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#)



Information you will receive about your exams and assessments

Check your statements of entry. Is your name spelt correctly and is it your legal name? If your date of birth is wrong or if you have any questions about the exams you have been entered for, please come and see me as soon as possible. Do not assume someone else will spot the error. Learn your personal candidate number and make sure you write it on all of your exam answer papers. Each candidate will be each given a statement of entry form which will detail exam subject, date, time, room and seat number. We ask that these candidate entry forms are checked thoroughly, especially the spellings of names. Any queries or errors must be brought to the Exams Office as soon as possible This process is very important. Read and familiarise yourself with the warning notices in this booklet they are very important and not following these guidelines could result in disqualification from some or all of your GCSE exams.

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

If you have a “clash” of exams during a morning or afternoon (or more across the day) you will be contacted by the Exams Office in the next few weeks to tell you about the arrangements. Please note if you are timetabled to take two exams totalling less than three hours in the morning or afternoon the Exams Board will expect you to sit one paper immediately after the other.

If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.

Where you will take your examinations

The majority of the examinations will be held in the main sports hall. Other rooms may be used but notification of this will be given well in advance

and we have been preparing for this in the two sets of mock exams to familiarise candidates with the procedures.

What time your examinations will start and finish

Exams will begin at 9.00am (morning exams) and 1.00pm (afternoon exams). Arrive at school in full school uniform 20 minutes before the start of the exam. The exam invigilators will not admit anyone who is out of uniform. For all morning exams, please be ready to meet in the Sports Hall by 8.45 am. Make sure you have left your bag and visited the toilet. For afternoon exams, please meet in the Sports Hall at 12.50 pm and as morning exams, make sure you are ready to start at 1pm.

The summer exam period will run from **Tuesday 6th May to Friday 20th June**

Please be aware the Exam Boards have allocated the following date should this be required.

Contingency Day – 2 half days. Wednesday 11th June & Wednesday 25th June.

Exams have to be sat on the day and time stated on the timetable – they CANNOT be taken later or earlier whatever the reason. Hence, it is vital that students are not absent during the exam period.

Year 11 students will continue to attend normal lessons and revision sessions until Monday 16th June.

Supervision during your exams

All external examinations are supervised (invigilated) by people who are specially employed for this job and are not teachers at the school. The invigilators are responsible for making sure that examination is run according to the JCQ regulations. They are also there to ensure good behaviour from candidates, to answer any queries you may have and help you with any problems. Candidates are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

Exam conditions

You will be invited to enter the exam room in silence by the Exams Officer or Invigilator. As soon as you enter the examination room you are under formal examination conditions and must obey the regulations. This applies until after you have left the examination room. Candidates must listen to and follow the instructions of the invigilator at all times in the exam room, they must not communicate with other candidates. The JCQ regulations state that any malpractice, suspected or actual, from the point at which pupils enter the room must be reported to the awarding body. This includes any communication with another candidate or any form of disruption. The school policy is that everyone must stay in the room until the normal finishing time for the examination in order not to disrupt other pupils or make other pupils feel under pressure to rush through the paper. Pupils who are entitled to extra time must stay until the normal finishing time of the examination. They are encouraged to use their extra time, however, they may be allowed to leave when they have used as much of their extra time as required. If you finish early, you are advised to spend the time checking your work. You must remain seated in silence. You are under examination conditions until you have left the room at the end of the examination. All materials will be collected before you are allowed to leave the examination room.

Where you will sit in the exam room

You will be issued with a seat number for each of the exams consisting of a row number and column letter. A seating plan will be displayed prior to the exams to identify exactly where your seat will be. This may vary depending on the number of students sitting each subject. An updated seating plan will be displayed on the exams noticeboard outside the sports hall before each exam, please check your seat number.

How your identity is confirmed in the exam room

Please ensure you sit in your allocated seat. Your desk will have a label showing your photograph, legal name, centre number and candidate number. Please ensure that this label remains face up as the invigilators will use these to assist them in verifying your identity. You will need to write these details as printed on the front of your answer paper; preferred names must not be used.

What equipment you need to bring to your exams

Open Academy provide all stationary for the exams so there is no need to bring anything into the exam.

What you should not bring into the exam room

You must not bring any food into the examination room but you may bring a drink of water in a transparent plastic or reusable drinks container/bottle with no labels.

What you should wear for your exams

You must wear your full school uniform for all examinations

Where your personal belongings will be stored during your exam

Bags should be stored in lockers, the Year Office or in the tutor room, No bags or coats are permitted in the examination room.

What to do if you arrive late for an examination

If, for any reason, you are running late or if you are feeling unwell on the day of an exam it is important that you let us know as early as possible so that we can let you know what you need to do. The school telephone number is 01603 481640

Never assume that because it is after the exam start time that it is not worth coming in to school!

What to do if you are ill on the day of an examination

If you are ill and unable to sit an exam, a doctor's note must be brought to the Exams Office within 5 days of the exam. This is so we can pass it onto the Exam Board, advising them that a student was too ill to sit the exam on that day.

What if I miss an examination

We can only apply for special consideration for absence from an examination in exceptional circumstances. If you miss an examination without a good (usually medical) reason, then it is likely that you will not receive any marks for that paper and possibly no result for that subject. In addition, the school will invoice you for the full cost of the examination entry. As soon as you know or think you are going to miss an examination you must get in touch with us to explain why.

If you are unable to sit the exam for any reason please contact the Exams Office on 01603 481680 asap. Put the number in your mobile phone now. Please leave a message if there is no answer.

What will happen in the event of an emergency in the exam room



Examinations Fire Evacuations Procedure

In the event of a fire alarm, the invigilators will apply the following procedures:

- Note the time that the fire alarm went off on an incident report form and how long the examination has been going on.
- All examination question, answer papers and materials should be left on the candidates' exam desk and NOT taken out with them.
- Students must remain calm and leave their papers on their desk and leave by the nearest fire exit.
- **IMPORTANT – BEFORE** the students exit the exam room, remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another. Remind them that a breach of regulations could mean disqualification from their examination.
- One invigilator should leave with a group at each fire exit. The registers should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- **IMPORTANT –** in accordance with the Academy's fire evacuation procedure the students should assemble on the netball courts. Please ensure that they are isolated from the other classes/students.

- Await permission from the Exams Officer to re-enter the exam room
- Once all candidates have been seated the exam can be restarted. Candidates should be allowed the total time allocated for that exam. Note changes to finish time on the board and complete the remainder of the incident report form.

Information about malpractice in examinations and the penalties imposed

The JCQ regulations state that any malpractice, suspected or actual, from the point at which pupils enter the room must be reported to the awarding body. This includes any communication with another candidate or any form of disruption.

Suspected malpractice is any act which is a breach of the JCQ regulations or which compromises an assessment or examination. It can occur during the preparation of non-examination assessments, during a practical examination or during a written or online examination.

Information about access arrangements for examinations

If you have access arrangements of some kind for your examinations (e.g. a reader, extra time, a word processor, rest breaks, coloured papers) the SENDCO and Examinations Officer will discuss this with you and advise you on how we will support you.



Information about results day

Statements of Results will be issued to students on the following dates:

A Level Thursday 14th August 2025

GCSE Thursday 21st August 2025

Full details regarding the arrangements of how students will receive their results will be sent to the students and further details can be seen on the website.

Information about certificates

Exam certificates are presented to current Year 11 and Year 13 students at our Awards Evening. You will be invited to attend this celebratory evening by letter in the Autumn term following your results. If you are unable to attend this event, please contact the Exams Officer as soon as possible to arrange for collection or postage of your certificates.



Appendix 1

JCQ Information for Candidates - Written Exams - effective from 1 September 2024

AQA City & Guilds CCEA OCR Pearson WJEC

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 exams.
- 4 You must not take into the exam room:
 - a) notes;
 - b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart 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 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 you have entered the exam room.
- 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.
- 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:

- 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.

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. Do not open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

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 not sure 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.

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.
For CCEA examinations any loose additional sheets should be placed behind your script.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 2

JCQ Information for Candidates – People present in the examination room - Effective from 1 September 2024

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit/component and tier of entry if appropriate;
- to check that candidates, have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates (except in timed Art tests and timetabled CCEA and WJEC GCE AS/A2 Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards, they are under formal examination conditions and the strict protocols must be adhered to.

Appendix 3

JCQ Information for Candidates - Non-examination assessments -

Effective from 1 September 2024

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

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

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

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

If you worked as part of a group on an assignment, for example undertaking field research, you must 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. You must 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. Do not share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Preparing your work — good practice

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 known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

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

http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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/>), 25/01/2025. You must subcopy of the computer-generated content with your work for reference and authentication purposes.

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’.

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

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

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

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

Research and using references

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography must list the

full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

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

– Markers can spot changes in the style of writing and use of language.

– Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!

– Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

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

- you will be awarded zero marks for your work;
- 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.

Penalties for breaking the regulations

Appendix 4

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

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

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/aboutus/dataprotection/WJEC%20Privacy%20Notice.pdf>

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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

- Access – you are entitled to ask each awarding body about the information it holds. The law gives you a number of rights in relation to the information about you that the awarding bodies holds.

Those rights are:

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

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information 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:

www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note: It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the

examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by

Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 5

JCQ Information for Candidates – Warning to candidates

Warning to candidates

 AQA	 City & Guilds	 CEA	 OCR	 Pearson	 WJEC
--	--	--	--	---	---



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/ qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix 6

JCQ Information for Candidates – Notice to Candidates



SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5

SECTION 6

SECTION 7

Appendix 7

JCQ
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

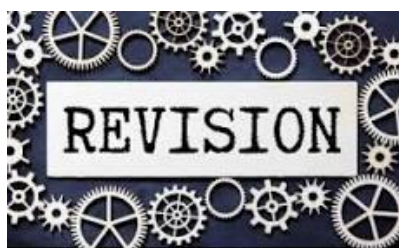
Appendix 8

**Notice to centres: The people present in the
examination room**

JCQ
C C



Get a good night's sleep,
stay calm, have a nutritious
breakfast and Good Luck
from us all.





shutterstock.com · 1827606503