



# CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
Michelle Phillips	
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## Introduction

Katherine Warington School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

The purpose of this handbook is:

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Malpractice

Malpractice means any act or practice which is in breach of the Regulations. In order to maintain the integrity of qualifications, strict Regulations are in place. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

Examples of malpractice may include, but are not limited to the following:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions, for example causing disruption
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

Where malpractice is evident, alleged or suspected, the awarding body will be informed and may decide to penalise them, which could include disqualification.

Malpractice outside of the exam session will also be reported to the awarding bodies for investigation. Examples of this may include, but are not limited to:

- Misuse of social media to gain an advantage in an examination.

### **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
- Non-examination assessments and coursework malpractice:

### **Research and using references**

- 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.

## **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.

Please refer to the Katherine Warrington School **Managing Behaviour Policy** (Exams) and **Malpractice Policy** (Exams) for further information.

## **Personal data**

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).

- To understand what information is collected and how it is used, you must read the JCQ *Information for candidates – Privacy Notice*

## **Copyright**

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

## **Coursework assessments/non-examination assessments**

For detailed information regarding coursework assessments/non-examination assessments, please refer to JCQ *Information for Candidates (Non-examination assessments)*. Communication about the following will be provided to students and parents/carers via the class teacher/Subject Lead:

- When assessments will take place
- How candidates are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- When candidates are informed of their centre assessed marks
- Which non-examination assessment work is externally marked/assessed etc

Katherine Warrington School will notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments. KWS will ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed

to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place. Candidates will also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*.

## AI

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. Misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Students should be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content.

AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

The use of AI chatbots may pose significant risks if used by students completing qualification assessments. As noted above, they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response and so the responses cannot be relied upon. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/ articles by real or fake people.

Students must submit work for assessments which is their own. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice, as defined in the *JCQ Suspected Malpractice: Policies and Procedures*

## Written timetabled exams

Prior to entering into an examination season, candidates will be provided with a statement of entry (to check that personal details and exam entries are correct). If this information is incorrect, this should be reported immediately to the Exams Manager in writing, with details of all corrections required.

Candidates will be issued with an individual exam timetable prior to the examination period (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc. These should be checked carefully and any anomalies should be reported to the Exams Manager immediately.

Please read The JCQ *Information for candidates documents – written examinations, social media* for further detailed information.

Exam room posters will be shared to candidates prior to the examination season so that candidates are aware of the expectations. These will include, *Warning to candidates* and *Unauthorised items*.

## Contingency sessions - Summer 2024

Contingency sessions are examinations sessions (am/pm/whole day) allocated by the exams regulators during the examinations season, which may be used to reschedule exams. This will only occur where there may be major disruption of examinations nationally or within the school community. It is strongly advised that no other commitments are planned for contingency sessions. The contingency sessions for the Summer 2024 exam season are:

- 6th June
- 13th June
- 26th June

## On-screen tests

For detailed information regarding on-screen tests, please refer to JCQ *Information for Candidates - On-screen tests*.

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

Should you have two or more exam papers timetabled at the same time (an exam clash), the Exams Manager will carefully scrutinise your exam timetable to formulate a plan for sitting the examination at an alternative time. This is most likely to be on the same day as the examination was scheduled nationally. During the time between your scheduled exam and your rearranged exam, you will be under centre supervision and will remain in formal examination conditions (you will not be able to communicate with others verbally and access to electronic devices will also not be allowed).

In the unlikely event that there is no capacity for you to sit your rescheduled exam on the same day as it was originally timetabled, you will be required to sit the examination the following day. Please refer to the Katherine Warrington School **Overnight Supervision Arrangements Policy** for detailed information regarding this.

## Where you will take your exams

Your exams will take place either in the sports hall, or in one of the allocated examination rooms. You will be provided with an exams timetable prior to the exams, which will include all information about which rooms your exams will be in and your seat number. You will not always be in the same examination room, so please ensure you check your timetable carefully prior to the exam.

## What time your exams will start and finish

Your exam start times will be published on your exams timetable and will usually be during either the morning session, or the afternoon session. Your timetable will state your exam finish time and you will be expected to remain inside the examination room for the whole duration of the exam. Should you be entitled to extra time, you are permitted to leave the examination room once you have finished your exam (provided this is after the actual finish time of the exam), even if you have not used all of your extra time allocation.

## Supervision during your exams

Exams are supervised by a team of invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. Candidates must follow all instructions given by the invigilators. Failure to do so may result in malpractice.

## Exam room conditions

Candidates will be informed of their communal meeting place prior to the exam season. Candidates will be dismissed from the meeting point and escorted to their examination rooms, where they must line up outside in silence and await instruction from the member of staff/invigilator. All belongings and prohibited items must be left in the storage area and must not enter the exam room with the candidate.

Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. Candidates must listen to and follow the instructions of the invigilator at all times in the exam room and must not communicate with or disturb other candidates.

The centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam will be clearly displayed in the examination room. The invigilator will provide information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and candidates must only do this when the invigilator's announcement instructs them to do so. The invigilator will also provide any relevant information regarding the use of additional answer sheets/answer books, etc. Candidates must not open the question paper until the examination begins

For detailed information about conditions in which students may leave the exam room, please refer to the Katherine Warrington **Leaving the Examination Room Policy**.

## Where you will sit in the exam room

Your exam timetable will state which room and seat number you should be sat in for your exams. You must ensure that you know where you are sitting prior to each examination. This information will be displayed at the meeting point.

When you enter the exam room, there will be signs on the walls, indicating the row and seat number. You must locate the correct seat. If you are not able to find your seat, or somebody else is sitting in your seat, raise your hand to indicate to the invigilator that you need assistance. A register will be completed at the start of each exam to check that candidates are seated correctly.

## How your identity is confirmed in the exam room

A register will be completed at the start of each exam. Candidate photographs will be used to identify candidates. For detailed information regarding identification, please refer to the Katherine Warrington School **Candidate Identification Procedure**.

## What equipment you need to bring to your exams

Candidates are expected to bring all the equipment required for each exam, as set out in the instructions on each individual question paper. Candidates must bring the following to all exams:

- Pens (black ink)
- HB pencils
- Ruler
- Eraser

Unless stated in the exam instructions, students may use a scientific calculator in all exams. Pencil cases must be see-through.

Some examinations may require students to have additional stationary, for example:

- Protractor
- Pair of compasses

Katherine Warington School will ensure that there are a number of spare pieces of equipment available in the exam room, for students to borrow if their own equipment becomes faulty during the exam. Please note that supplies of extra equipment will be limited, so candidates should bring their own equipment as well as some spares, to guarantee that they have access to the correct equipment at all times.

## Using calculators

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

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

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

- a) databanks;
- b) dictionaries;
- c) mathematical formulae;
- d) text.

A calculator must not be borrowed from another candidate during an examination. An invigilator may give a candidate a replacement calculator.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

## What you should not bring into the exam room

Candidates must not be in possession of the following items:

- AirPods;
- earphones/earbuds;
- iPods;



- mobile phones;
- MP3/4 players or similar devices;
- watches.

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. If candidates are found in possession of any prohibited items, this may be identified as malpractice (even if the candidate has no intention of using them) and will be reported to the awarding bodies for investigation.

## Food and drink in exam rooms

All candidates are permitted to bring water into the examination room. Students who may require alternative food or drink in the examination room for verified medical reasons are also permitted to bring these. However, any food or drink brought into the examination room by the candidate or the centre must be free from packaging and all labels removed from drink containers. To enable invigilators to check these items quickly and efficiently:

- food brought into the examination room by the candidate must be free of packaging and in a transparent container;
- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

For further information regarding food and drink, please refer to Katherine Warrington School **Food and Drink Policy**.

## What you should wear for your exams

Students are expected to wear their full school uniform for examinations, unless otherwise instructed.

## Where your personal belongings will be stored during your exam

Bags, coats, unauthorised items including switched off mobile phones, watches, etc. should be stored in lockers. Students without lockers will store belongings within the sports hall changing rooms, or in a locked classroom near to the examination rooms.

## What to do if you arrive late for your exam

Candidates are requested to arrive at least half an hour before the published examination start time. If you arrive late, but before candidates have been escorted to the examination rooms, you must go to the meeting point immediately. Should you arrive after candidates have left the meeting point, you should report to reception for them to organise a member of staff to escort you to the correct exam room. You will be registered and will start the examination when instructed. You will be allowed the full published time for the examination.

A candidate will be considered very late if they arrive:

- a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;

b) after the awarding body's published finishing time for an examination that lasts less than one hour.

For detailed information regarding late arrival, please refer to the Katherine Warrington School **Candidate Late Arrival Policy**; perhaps include relevant JCQ information regarding candidate late and very late arrival, etc.

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

If you are unwell on the day of your exam and are unable to sit the exam, please contact the school immediately and request to speak with the Exams Manager. Please communicate that you are calling as you feel that you are not well enough to attend the exam, so that the person taking the call is aware that speaking with the Exams Manager promptly is necessary.

If you are feeling unwell, but are able to sit the exam, you should ensure that you have informed the Exams Manager prior to the exam start, so that any necessary arrangements can be made. It is likely that the Exams Manager will require you to detail your symptoms and ask specific questions about the illness. Ensure that the answers you give are thorough.

Should you feel unwell during the exam, raise your hand and alert an invigilator. They will decide the best course of action at that point.

In some circumstances, an application for special consideration may be submitted. Appropriate evidence may be required to support such an application to the awarding body.

### What happens if you have an unauthorised absence from your exam

A candidate will be considered absent from an examination if:

The candidate is not present on completion of the attendance register once candidates are seated and have started the examination. Once a candidate is identified as absent from an examination, the following action will be taken:

The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival. If a candidate fails to sit an examination, the absence will be reported to the awarding body.

Unauthorised absence from an exam may result in candidates being charged the entry fee for the examination.

For further information regarding unauthorised absence, please refer to Katherine Warrington School **Candidate Absence Policy**.

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

In an emergency such as a fire alarm or a bomb alert, the invigilator will:

- a) stop the candidates from writing;
- b) collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- c) advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- d) ensure the candidates leave the room in silence;
- e) ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- f) make a note of the time of the interruption and how long it lasted;

- g) allow the candidates the remainder of the working time set for the examination once it resumes;
- h) if there are only a few candidates, the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination will be considered;

It is important that the invigilators instructions are followed exactly and that you remain under formal examination conditions. Failure to do so may result in malpractice being recorded.

## Candidates with access arrangements/reasonable adjustments

Candidates who are entitled to access arrangements/special considerations will be identified by the SENCo. The SEN team will communicate with candidates and their parents/carers about the arrangements that they are entitled to and where necessary, training on how to access the arrangements effectively will be provided to the candidate.

Some access arrangements must be applied for. Where this is the case, evidence will be gathered and sent to JCQ for decisions regarding the award of the adjustments to be made.

Some students with access arrangements will be seated in the sports hall for their examinations, whereas others may be in separate rooms, more suited to the arrangement in place.

Where 'Rest Breaks' have been granted as an Access Arrangement, unless an alternative arrangement has been communicated to the student and Exams Manager by the SENCO, students will not be permitted to request a rest break within the first or last 30 minutes of their official examination time (including any extra time allowances). Students will be permitted to request a maximum of three separate rest breaks, each lasting a maximum of five minutes. Students will be permitted to add any minutes taken during rest breaks to the end of their exam, should they wish.

## Results

Candidates will be informed prior to 'results day' when they will be able to collect their results and the procedure for doing so.

Senior members of centre staff will be available immediately after the publication of results so that results and any further actions may be discussed.

If you are unable to collect your results in person, please contact the Exams Manager, in writing, to make alternative arrangements.

## Post-results services

Awarding bodies will only accept requests for reviews of marking from centres and not from candidates or their parents/carers.

Centres must obtain written candidate consent for clerical re-checks and reviews of marking, as with these services candidates' marks and subject grades may be lowered. Candidate consent for clerical re-checks and reviews of marking must be obtained after the publication of results.

Should a review of marking be requested, it must be considered that candidate marks and subject grades could go down as well as up. Therefore, candidates must provide written consent before a request is submitted.

### Services available

- Clerical re-check
- Review of marking
- Review of moderation
- Access to scripts

Candidates will be informed of the deadlines, fees and charges for these services should they be requested.

For detailed information regarding post-results services, please refer to Katherine Warrington School ***Access to Scripts, Reviews of Results and Appeals Procedures***

## Certificates

Candidates will be informed of when and how to collect their certificates on results day. Certificates should be collected in person by the candidate whom the certificates are awarded to. Candidates will be required to produce identification in order for them to collect certificates. Candidates are required to check their personal details are correct and alert the Exams Manager immediately to any irregularities. Candidates will be required to sign the necessary documents to confirm that they have received the certificates and that all details are correct.

Where candidates are unable to collect certificates themselves, they may arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates. The person collecting the certificates will be required to sign the necessary documents to confirm collection of the certificates.

Katherine Warrington School will retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

## Internal appeals procedure

Katherine Warrington School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Katherine Warrington School will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within 7 calendar days
5. inform candidates they will not be allowed access to original assessment material unless supervised

6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within the specified number of calendar days of receiving copies of the requested materials by completing the **internal appeals form**
8. allow the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks
9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

For more detailed information, please refer to the Katherine Warrington School **Internal Appeals Procedure**.

## Complaints policy

If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Katherine Warrington School encourages him/her to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the Head of Centre.

If a complaint fails to be resolved informally, the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.

For more detailed information about making a complaint, please refer to the Katherine Warrington School **Complaints Policy** (Exams).

## Relevant Policies and documents

All relevant policies and documents referred to in this document can be found on the Katherine Warrington School website in the 'Exams' pages.

**JCQ Information for candidates - coursework**

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

*Information for candidates - Coursework 2023-2024*

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

**JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

*Information for candidates – non-examination assessments 2023-2024*

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

**JCQ Information for candidates – on-screen tests**

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

*Information for candidates – on-screen 2023-2024*

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



**JCQ Information for candidates – written exams**

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

*Information for candidates – written exams 2023-2024*

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

**JCQ Information for candidates – Privacy Notice**

You **must** read this notice as it contains "*Information About You and How We Use It*"

*Information for candidates – Privacy Notice*

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

**JCQ Information for candidates – social media**

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

*Information for candidates – social media*

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

**JCQ *Unauthorised items* poster**

This poster will be displayed outside each exam room. You **must** note that "*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.*"

*Unauthorised items* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

**JCQ *Warning to candidates* poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.

*Warning to candidates* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>