

Broughton Hall Catholic  
High School



Year 13  
GCE / Level 3  
Examination  
Information pages

Please read all these information  
pages. They have been collated  
for your help and guidance  
throughout this important time

Summer 2022

*Good Luck*

*Year 13*

*~ for your  
examinations*

*from*

*all the Staff & Teachers*

*at*

*Broughton Hall*

*Catholic High School*

# GCE /Level 3 2021 - 2022

## ~ Information for Students

For all Year 12 & 13 1 students, this school year (2021 / 2022) is very important. In May/June 2022 you will be taking all your GCE / L3 examinations. The results that you gain in these may have a big effect on your future choices.

This booklet has been designed to help you to understand the form of the GCSE and what you must do during this examination period.

If you or your parents need any more information, please contact:

Mrs Hudson (Head of Year - Year 12 & 13)  
Mrs Robinson (Student Support Officer Year 12 & 13) [541 9452 Direct Line](tel:5419452)  
Mrs Chantler (Examinations Officer) [541 9466 Direct Line](tel:5419466)  
Mrs Hayes (Assistant Head teacher / Director of Sixth Form)

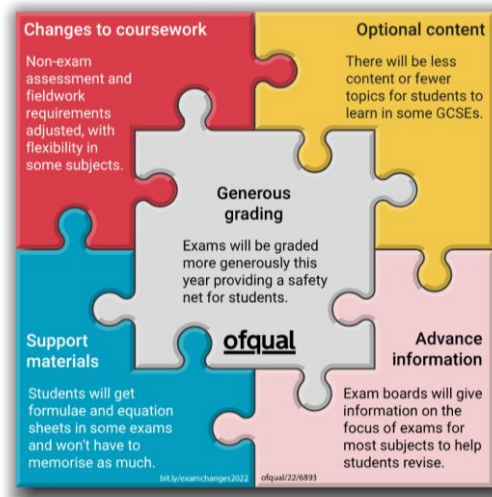
### Controlled Assessments

Controlled Assessments have replaced the Coursework elements of Examinations. They are done using the same concept of Coursework but within a Controlled environment. These will be planned sessions organised within the school day, when work will be done and saved in school, this work will be assessed by the teacher and moderated by the Examination boards. Follow the link on [Broughtonhall.com/examinations/controlled assessments](http://Broughtonhall.com/examinations/controlled-assessments)

### Revision

Remember that the examinations in most subjects will test you on any topics that you have covered in the previous two years. Please see the attached document which updates you regarding Advance information and an updated guide on content. It is essential that you revise all work thoroughly. You should organise your revision beforehand and make a start well before the examinations begin. Some time spent on revision at this stage could be well rewarded in your future.

Your teachers will be able to help you with specific advice about revision and advance information and support materials in your particular subjects.



Broughton Hall High School  
[www.broughtonhall.com](http://www.broughtonhall.com)

The school website holds lots of information for students and parents.

Please also use the Exam Boards own websites, where past papers and mark schemes are stored. This are an invaluable source of information, giving an insight into the questions set and **marking process of previous year's papers.**

# GCE/ Level 3 Examinations 2022

## Summer Examinations Days

### Year 12 & 13

Students will attend school as normal, attending all lessons or their relevant planned study sessions. If you have any queries please see Mrs Robinson, Mrs Hudson or Mrs Hayes

Each student has their own individual timetable – timetables are shown on the Edulink app or portal (Exam icon – Exam Timetable) must follow your timetable, **each student's timetable is unique to them.**

PLEASE ENSURE YOU HAVE ACCESS TO YOUR EDULINK ACCOUNT

Morning examination sessions start at: 9.00 am prompt  
Afternoon examination sessions start at: 1.00 pm prompt

You should attend school wearing **full school uniform** for all examinations and study sessions. When you arrive in school for examinations meet in the Sixth Form Café at least **30 minutes** before the examination is due to start.

You should be aware that coats, bags and any personal items will not be allowed in the examination room. you should bring minimum belongings, just the equipment required for that days examinations in a clear plastic wallet or clear pencil case. Essential exam packs are available for £1 at the Pupil Reception.

**Student's timetables will update after Easter and will show** all rooms and seat numbers, these can change closer to the day of the exam.

Daily information is posted outside SIXTH FORM OFFICE, showing seating plans for each session, you will need to make a note of the **room** your examination is in (note: there could be different rooms for each tier of the same exam i.e. foundation / higher), **seat number** and your **candidate number**.

If you are late, go straight to Reception and a member of staff will guide you to the correct Examination Room.

If you have an urgent medical problem (i.e. broken arm) or any other important information regarding candidates please ring school as soon as possible on **0151 541 9440** asking for **Mrs Chantler (Examination Officer)** or **Mrs Robinson (Student Support)** and it may still be possible to take the examination with emergency arrangements i.e. scribe

If you miss any official public examination you must provide a full doctors note or a fee will be charged for each missed examination.

EXTERNAL EXAMINATIONS ARE TIMETABLED AND ARE NOT TRANSFERABLE TO AN ALTERNATE DATE

You are strongly advised to read the  
**'Warning to Candidates'** and **all the** official  
documents released by the  
Examination Boards /JCQ –  
sent to you within this email

## Other important information

1. Parents are asked to guarantee attendance of their children for all examinations entered. Failure to attend examinations WILL require payment (Rate - £25 per examination missed).
2. Please insure no holidays arrangements are made during the formal examination periods. JCQ have also issued a 'CONTINGENCY DAY' Wednesday 29 June 2022.
3. If you are feeling unwell, it is better to attend rather than miss an examination. In such a case, please see Mrs Chantler / Miss Connolly after the examination as they may be able to request special consideration from the examination board. If you have to miss the examination due to ill-health, inform the school immediately. In certain circumstances, it may still be possible to obtain a grade, with the production of a **doctor's** note for that session. Forgetfulness and holidays are not acceptable reasons for absence from examinations.
4. An external examination may not be taken on another day
5. Many examinations nowadays involve questions, which may be more easily solved with the help of a calculator. You are strongly advised to bring a calculator to the relevant examination, you will be informed by your teacher if a calculator is required for their subject area. Calculators will not be provided by school for your examinations.
6. Food is not permitted in the examination rooms.
7. Water is allowed in Examination Rooms, but must be in a sports bottle with the label removed, or it will be taken from the candidate.

### GCE RESULTS DAY INFORMATION Thursday 18 August 2022 – 8am

Results will be given out upstairs in  
'S5 -Sixth Form Area'

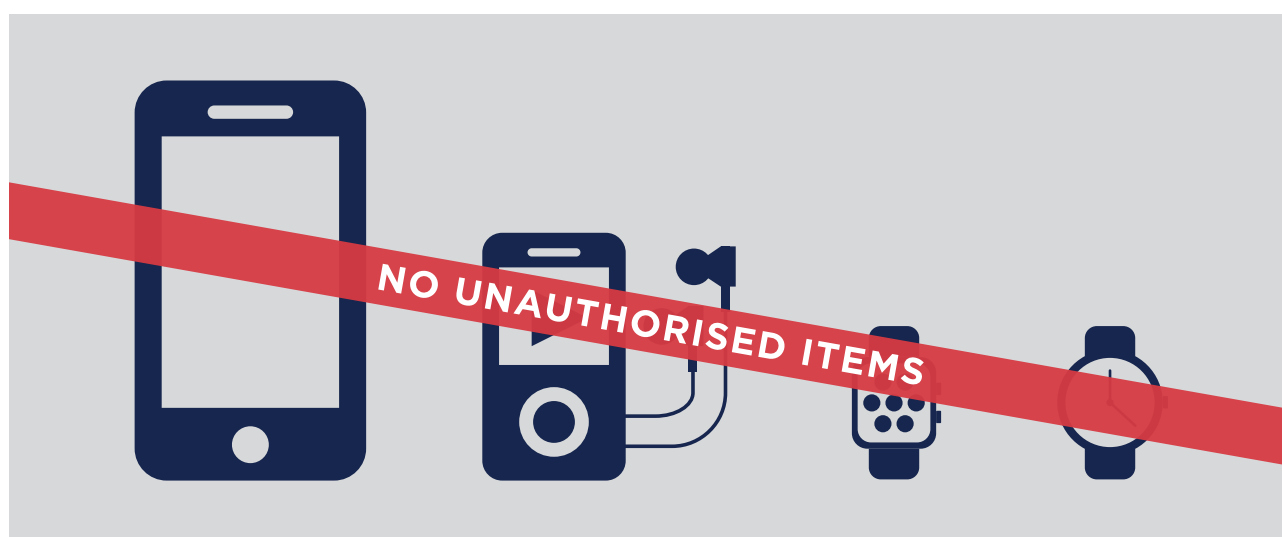
Enter through – Sixth Form Reception

If you are away or cannot pick up your results,  
**results will show on pupil's Edulink** accounts from  
9am and parents Edulink accounts from 2pm

Staff will be available to help students  
with UCAS and University guidance

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You must be on time for all your examinations.
2. 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.

# **STUDENT ESSENTIALS' SETS**

**£1.00 PER PACK**



**PLEASE ENSURE YOU HAVE THE  
RIGHT EQUIPMENT FOR YOUR  
EXAMINATIONS AND LESSONS**

**Packs will be available to purchase, from the**

***Students Reception***

**BE CLEVER, BE ORGANISED !**





Joint Council for  
Qualifications<sup>CIC</sup>

# Frequently Asked Questions (for Students)

Advance Information for General Qualifications

Summer 2022

Produced on behalf of:



©JCQ<sup>CIC</sup> 2021

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# 1. Introduction

This document covers frequently asked questions on advance information. For more details on advance information please speak to your school or college in the first instance.

Further guidance for students will be made available by JCQ once advance information is released by the awarding organisations. This will be by 7 February 2022 at the latest unless the Department for Education (DfE) decides on an earlier release date.

## 2. Frequently Asked Questions

### 1. What is the purpose of advance information

Advance information is intended to communicate, ahead of the examinations, the focus of the content of the examinations (or part of the examinations) that will be assessed in the examination papers. As stated by DfE, the purpose of advance information is to support revision.

### 2. Where will I get the advance information from?

All awarding organisations will make advance information publicly available on their websites.

**Note:** Advance information will only be available from the website of the awarding organisation(s) that provides your subject(s). It will not be available from any other source.

### 3. I am a private candidate, will I be able to see the advance information at the same time as schools and colleges?

Yes, it is important that everyone preparing for summer 2022 examinations has access to the advance information to aid revision. All awarding organisations will make advance information publicly available on their websites at the same time for schools, colleges and private candidates/tutors.

### 4. Why won't all advance information look the same for each awarding organisation or subject?

The nature of the different specifications and assessments mean different approaches need to be taken (for instance comparing a very content heavy, practical, subject such as science with a subject based on set texts such as English – the best advance information solution for these subjects would be very different). Also, variations between specifications for the same subject across awarding organisations means that the best advance information solution can be different even within the same subject.

### 5. Why will my subject not have advance information?

The exceptions are either because of the nature of assessments in those subjects (assessment is by NEA in Art and Design qualifications) or because, following consultation by DfE and Ofqual, it has been decided that advance information will not be provided in subjects where optionality is being introduced for 2022.

**This applies to GCSE English Literature, History, Ancient History and Geography.**

### 6. What about the November examinations for GCSE English language and GCSE mathematics during the autumn term 2022, will they have advance information?

To ensure fairness to students sitting examinations in autumn 2022, new advance information (specific to the November examinations) will be provided for GCSE English language and GCSE mathematics in July 2022.

### 7. What are synoptic questions?

Synoptic questions require you to draw together different areas of knowledge, skills and/or understanding from across the specification. You will need to have covered all the specification content to ensure you are best placed to demonstrate what you know and can do in synoptic questions.

### 8. What do you mean by 'low and high tariff' questions?

This will vary between different specifications but tariff refers to the number of marks allocated to a given question.

## **9. Why is the advance information mainly being applied to higher mark questions?**

While some advance information for some specifications relate mostly to higher mark questions, this is not the case for all advance information.

Advance information has been designed to help all students as much as possible, and it is there to help guide and prioritise revision.

As low mark questions tend to cover a large proportion of specification content, if advance information was provided for low mark questions, it would cover a much wider area of the specifications and be less helpful in guiding you.

It is important to know that specifications and assessments are different across all qualifications, which means a different approach needs to be taken for each subject. Please always check the advance information for your subject.

## **10. What is the point of advance information if I have to cover and revise all my course?**

Advance information is not intended to identify aspects of specification content that you don't need to know or revise. It's intended to support you in focusing your revision. It's important to remember that in a normal exams series, you wouldn't know which aspects of specification content would be tested in any of your exams.

Advance information helps you to prioritise your revision by sharing information about the content that will be assessed in your exams. Your teachers will be able to help you with how to best use this information for each subject.

## **11. Why can't I bring advance information into the examination if I've been using it to revise?**

Advance information, if provided in the examination itself, could provide you with prompts to questions. This in turn could lead to unfair results and damage progression. (You will, however, be permitted to use examination aids in GCSE mathematics, physics and combined science examinations in 2022.) Bringing advance information into the examination could also distract you from giving best attention to the questions in the examination.

## **12. If I haven't finished the course, can I just focus on what's included in the advance information?**

To support your progression, and your best possible performance in the examinations, you will want to revise everything you have been taught, but advance information will help highlight where to focus more specific revision. Some questions in the examinations, for example synoptic questions, will require knowledge beyond what is included in advance information. It is important to note that the advance information will not cover everything that is to be assessed. In many cases the advance information will provide listed topics of specification content (in specification order not in question paper order) that will be the main focus of assessment, but content that is not listed could still be assessed. It is important therefore to ensure you have a good understanding of the specification content.

## **13. How should advance information inform how I use past papers in my revision - should I just look at the questions aligning with the advance information?**

A good understanding of all the content of the specification is always the best preparation for success in an examination. It is important to bear in mind that all of your learning in a key topic or area might prove useful in an examination, particularly in synoptic questions.

As noted above in response to question 10, advance information is intended to help guide and prioritise your revision. For example, if the advance information for a particular subject qualification states that one part of the assessment will focus on a reduced range of specification content, you may wish to prioritise that content when using past paper questions within your revision.

However, to support your progression and best possible performance in the examinations, your revision plans should take account of everything you have been taught. Advance information will not necessarily cover all aspects of specification content that will be assessed in the 2022 examinations, so to make the best use of past papers you should revise a broad range of content. Using full past papers can also help you to familiarise yourself with the style of exam questions as part of your exam preparation.

**14. Why are you not releasing the advance information until 7 February 2022?**

Advance information will be provided to support revision for the summer 2022 examinations. The Government's position is that the best time for advance information to be available to support revision is 7 February 2022.

**15. Will there be advance information for summer 2023?**

The current advance information approach only applies to the summer 2022 examinations to help mitigate for the level of disruption to teaching and learning as a consequence of the COVID-19 pandemic.

**Further advice and support**

For advice about how advance information relates to the examinations you are taking in 2022, please speak to your school or college in the first instance.

**Exam Contingency Day 2022:**

The awarding bodies have designated **Wednesday 29 June 2022** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland – [gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland](https://gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland).

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations.

**We remind candidates that they must remain available until Wednesday 29 June 2022 should an awarding body need to invoke its contingency plan.**



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:





**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, **or a watch.**

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.**
- 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.

## 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 exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

When you submit any coursework 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework 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’.

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 2022.

You may be required to produce a bibliography at the end of your work. This **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.**



## Preparing your coursework – 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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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 coursework 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.

# 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 your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- 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**



## 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 what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### 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 here (see links on page one) or 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 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 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; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member **of staff. You must show them what you have received (if available). They will then** report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- **asking others about what questions your exam will include (even if no one tells you);**
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

