



CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

Date of next review	Nov 24

Contents

Introduction.....	4
Purpose of this handbook	4
Malpractice	4
Personal data.....	5
Copyright.....	5
Coursework assessments/non-examination assessments.....	5
Written timetabled exams.....	5
Contingency sessions - Summer 2024.....	5
On-screen tests.....	6
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	6
Where you will take your exams	6
What time your exams will start and finish	6
Supervision during your exams	6
Exam room conditions	6
Where you will sit in the exam room	6
How your identity is confirmed in the exam room	7
What equipment you need to bring to your exams	7
Using calculators.....	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 your exam	7
What to do if you are unwell on the day of your exam.....	7
What happens in the event of an emergency in the exam room	8
Candidates with access arrangements/reasonable adjustments	8
Results	8
Post-results services.....	8
Certificates.....	8
Internal appeals procedure.....	8
Complaints policy	8
Timetable - Summer 2024.....	9
APPENDIX 1.....	11
JCQ Information for candidates - coursework.....	11
APPENDIX 2.....	11
JCQ Information for candidates – non-examination assessments	11
APPENDIX 3.....	11
JCQ Information for candidates – on-screen tests	11

APPENDIX 4.....	11
JCQ Information for candidates – written exams	11
APPENDIX 5.....	12
JCQ Information for candidates – Privacy Notic.....	12
APPENDIX 7.....	13
APPENDIX 8.....	14
CANDIDATE CONFIRMATION.....	17

Introduction

Thornhill Academy 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

- *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

- *To maintain the integrity of qualifications, strict Regulations are in place*
- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *JCQ provides information regarding what constitutes malpractice:*
 - *Introduction of unauthorised material into the examination room*
 - *Breaches of examination conditions*
 - *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
 - *Offences relating to the content of candidates' work*
 - *Undermining the integrity of examinations/assessments*

ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

[Information for candidates](#), social media etc.:

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what is in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

Research and using references

Where computer-generated content has been used (such as an AI (Artificial Intelligence) 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.

Personal data

- *The awarding bodies collect information about exam candidates*
- *To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (available on school website- Key Info/Exam Guidance/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.*
- JCQ General Regs – 6 Personal data, freedom of info & copyright

Coursework assessments/non-examination assessments

- *Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media (available on school website- Key Info/Exam Guidance)*
 - *Assessments will take place within exam windows*
 - *Candidates are informed about their assessment's dates by Heads of Department/Teachers*
 - *Candidates are informed of their centre assessed marks and if you disagree with these you are to speak to teachers in the first instance.*
- Information for candidates documents are available on school website

Written timetabled exams

- *Candidate statement of entry (to check that personal details, candidates are entered under their Legal Names for all external examinations and exam entries are correct)*
- *What to do if this information is incorrect*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.*
- *The JCQ information for candidates' documents – written examinations, social media (or within Key Information/Exam Guidance on the school website)*
- *Exam room posters – Warning to candidates, Unauthorised items (these are displayed outside of exam rooms)*

GR 5.8

Contingency sessions - Summer 2024

Thursday 6 June 2024 and Thursday 13 June 2024. The standard contingency day remains at the end of the timetable being scheduled on Wednesday 26 June 2024.

All candidates should be available until 27th June 2024 in case a Contingency day needs to be implemented

ICE 15

On-screen tests

Information for candidates – on-screen tests available on school website

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

- *If a candidate has more than one exam timetabled within the same session (am or pm), they will sit the longest paper 1st and after a short, supervised break they will complete their 2nd paper within the exam room and under formal exam conditions*
- *Exam Officer/SLT will inform candidate of arrangements for any clashes*

ICE 7

Where you will take your exams

Exams will take place within the Sports Hall or the Exam Suite for all candidates

What time your exams will start and finish

- *Centre start times are 9:00am and 13:00pm. Candidates are to meet within the Thumbprint restaurant for all exams, unless otherwise informed*
- *Candidates are to remain within exam rooms for the full duration of exams*

Supervision during your exams

- *Exams are supervised by a team of fully trained external invigilators*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and all malpractice will be noted and exam boards notified.*

Exam room conditions

- *Candidates will enter exam rooms a couple of rows at a time. They are to enter rooms quietly and find their seats, they must not open an exam paper until instructed to do so by an invigilator.*
- *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 always follow the instructions of the invigilator in the exam room*
- *Candidates must not communicate with or disturb other candidates*
- *Centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam will be displayed for all exams at the front of each room.*
- *Candidates must only fill in their details on the front of exam papers when instructed to do so by an invigilator.*
- *Candidates needing to use of additional answer sheets/answer books, etc, must complete all relevant details onto the front of these which includes full name, candidate no, centre number.*
- *Candidates must not open the question paper until the examination begins*

ICE 19

- *Candidates should not leave an exam room until an invigilator has given permission to do so.*

ICE 23

Where you will sit in the exam room

- *Candidates will sit at same desk for all exams.*
- *Seating plan will be provided outside of exam rooms*

How your identity is confirmed in the exam room

SLT/Senior member of staff will be available to help with the Candidate Identification Procedure.

ICE 16

What equipment you need to bring to your exams

- *Centre will provide a basic stationary pack and calculator on desks.*
- *if you bring your own, they must be in a see-through pencil case.*

ICE 18

Using calculators

- *Calculators will only be allowed if papers state they can be used*

ICE 10

What you should **not** bring into the exam room

- *No mobile phones/earbuds/watches (including analogue watches) or any other electronic devices are allowed in exam rooms. These should either not be brought into school or switched off and left in bags outside of Sports Hall or at front of Exam Suite rooms.*
- *If these regulations are breached a malpractice report will be submitted to relevant exam boards.*

Food and drink in exam rooms

Only water is allowed into exam rooms. This must be in a plastic see through bottle, with all labels removed

ICE 18

What you should wear for your exams

Full uniform must be worn for all exams. No writing or Henna markings on hands/arms. No clothing with writing/drawings

Where your personal belongings will be stored during your exam

Personal belongings are to be left outside of Sports Hall or at the front of Exam Suite rooms (at owners own risk). Mobiles and electronic devices must be fully switch off, not just put on silent and they should be handed into an invigilator before the start of any exam if not left in bags/coats.

What to do if you arrive late for your exam

If you arrive late for an exam, you may be able to sit paper, but exam boards will be notified, and they will make the decision as to if a candidate receives marks for that paper.

ICE 21

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

- *If a candidate is unwell parent/carer must contact school asap*
- *If a candidate is unwell but manages to attend the exam, school can submit a special consideration request to exam board on production of a GP/hospital note relating to illness*
- *If the candidate feels unwell during the exam, they must put their hand up and let an invigilator know asap*

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

If there is a fire alarm, candidates are to put down pens, close their exam papers and listen to the invigilator's instructions. They will still be under exam conditions and must not try to communicate with others as this will result in malpractice notification to exam board.

ICE 25

Candidates with access arrangements/reasonable adjustments

- *Candidates will be informed of appropriate arrangements including alternative rooms*

Results

- *Statement of Results will be issued on Thursday August 22nd, 2024, from 9am – 12noon, venue within school to be confirmed.*
- *Senior members of centre staff will be available on the 22nd of August 2024.*
- *If you wish someone to collect results on your behalf, please complete form at back of this booklet and return to school.*
- *Uncollected results will be available from the main school office or production of ID/ signed letter of authorisation if you wish someone to collect on your behalf, they must also produce a form of ID.*

GR 5.12 and [post-results Services](#)

Post-results services

- See Key Information/Exam guidance on school website

GR 5.13 and [Post-Results Services](#) information

Certificates

- *Formal certificates will arrive in school December and candidates will be invited to attend school for collection*
- *If you wish someone to collect certificates on your behalf, you must supply written/signed authorisation stating name of person collecting. They must collect and show a form of photo identification (Driving Licence/Passport)*
- *Uncollected results, will be available for 12months from school, please contact school to arrange collection from the main school office*

GR 5.14

Internal appeals procedure

- *centre's internal appeals procedure/how candidates are informed of this*
- *The areas covered by the centre's internal appeals procedure*
- *How to appeal*
- *How to request a review of the centre's marking and timescales, etc.*

GR 5.3), 5.7 and 5.13

Complaints policy

If a candidate (Or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, Thornhill Academy encourages an informal resolution in the first instance. This can be undertaken by Raising the concern or complaint in person, by telephone or writing to the head of centre.

Refer to [GR 5.8](#)

Summer 2024 Exam Timetable – Students will receive an individual timetable

Date	Exam Time	Exam Board	Exam Code	Subject	Title	Exam Duration
02/05/2024	PM	Pearson	BIT03	Digital Information Technology	Effective Digital Working Practices	1h 30m
08/05/2024	AM	Pearson	BEN03	Enterprise	Marketing and Finance for Enterprise	2hr
09/05/2024	AM	AQA	17/11/8062	Religious Studies A	Religious Studies A Paper 1	1h 45m
09/05/2024	AM	OCR	R038/01	Engineering Design	Principles of engineering design: Written Paper	1h 15m
09/05/2024	PM	AQA	8261/W	Drama	Drama	1h 45m
10/05/2024	AM	AQA	8464/B/1F/1H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 1 (both tiers)	1h 15m
10/05/2024	AM	AQA	8461/1F/1H	Biology	Biology Paper 1 (both tiers)	1h 45m
13/05/2024	AM	WJEC	C720U10-1	English Literature	English Literature Component 1 (Eduqas)	2h 00m
13/05/2024	PM	OCR	R184/01	Sport Studies	Contemporary issues in Sport: Written Paper	1h 15m
14/05/2024	AM	AQA	8658/LF/RF	French	French Paper 1 & 3- Listening & Reading	1h 20m
14/05/2024	AM	AQA	8658/LH/RH	French	French Paper 1 & 3- Listening & Reading	1h 45m
14/05/2024	PM	AQA	8673/LH/RH	Chinese (Mandarin)	Chinese (Mandarin) Paper 1 & 3 - Listening & Reading	1h 45m
15/05/2024	AM	Pearson	1HI0 10-13	History	Paper 1: Thematic study and historic environment	1h 15m
15/05/2024	PM	OCR	J277/01	Computer Science	Computer Systems - Written Paper	1h 30m
16/05/2024	AM	OCR	J560/01/04	Mathematics	Paper 1/4 (F/H Tier) - Written Paper	1h 30m
16/05/2024	AM	Pearson	1MA1 1F/1H	Mathematics	Paper 1 (Non-Calculator) Foundation Tier	1h 30m
16/05/2024	PM	AQA	8062/2A/2B	Religious Studies A	Religious Studies A Paper 2	1h 45m
17/05/2024	AM	AQA	8464/C/1F/1H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)	1h 15m
17/05/2024	AM	AQA	8462/1F/1H	Chemistry	Chemistry Paper 1 (both tiers)	1h 45m
17/05/2024	PM	AQA	8035/1	Geography	Geography Paper 1	1h 30m
20/05/2024	AM	WJEC	C720U20-1	English Literature	English Literature Component 2 (Eduqas)	2h 30m
21/05/2024	PM	OCR	J277/02	Computer Science	Computational thinking, algorithms, and programming - Written Paper	1h 30m
22/05/2024	AM	AQA	8464/P/1F/1H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 1 (both tiers)	1h 15m
22/05/2024	AM	AQA	8463/1F/1H	Physics	Physics Paper 1 (both tiers)	1h 45m
22/05/2024	PM	AQA	8673/WH	Chinese (Mandarin)	Chinese (Mandarin) Paper 4	1h 15m
23/05/2024	AM	WJEC	C700U10-1	English Language	English Language Component 1 (Eduqas)	1h 45m
24/05/2024	AM	AQA	8658/WF	French	French Paper 4	1h
24/05/2024	AM	AQA	8658/WH	French	French Paper 4	1h 15m
03/06/2024	AM	Pearson	1MA1 2F/2H	Mathematics	Paper 2 (Calculator)	1h 30m
03/06/2024	AM	OCR	J560/02/05	Mathematics	Paper 2/5 - Written Paper	1h 30m
04/06/2024	PM	Pearson	1HI0 2A-2W	History	Paper 2: British depth study & Period study	1h 45m
05/06/2024	AM	AQA	8035/2	Geography	Geography Paper 2	1h 30m
05/06/2024	PM	AQA	8638/LF/RF	Bengali	Bengali Paper 1&3	1h 20m
06/06/2024	AM	WJEC	C700U20-1	English Language	English Language Component 2 (Eduqas)	2h 00m
06/06/2024	PM				Contingency Session	
07/06/2024	PM	AQA	8461/2F/2H	Biology	Biology Paper 2 (both tiers)	1h 45m
07/06/2024	PM	AQA	8464/B/2F/2H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 2 (both tiers)	1h 15m
10/06/2024	AM	OCR	J560/03/06	Mathematics	Paper 3/6 - Written Paper	1h 30m
10/06/2024	AM	Pearson	1MA1 3F/3H	Mathematics	Paper 3 (Calculator)	1h 30m
11/06/2024	AM	AQA	8464/C/2F/2H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	1h 15m
11/06/2024	AM	AQA	8462/2F/2H	Chemistry	Chemistry Paper 2 (both tiers)	1h 45m
11/06/2024	PM	Pearson	1HI0 30-33	History	Paper 3: Modern depth study	1h 20m
06/11/2024	PM	AQA	8365/1	Further Mathematics	Level 2 Cert in Further Maths Paper 1	1h 30m
13/06/2024	AM	AQA	8638/WF	Bengali	Bengali Paper 4	1h
13/06/2024	PM				Contingency Session	
14/06/2024	AM	AQA	8035/3	Geography	Geography Paper 3	1h 30m

14/06/2024	PM	AQA	8463/2F/2H	Physics	Physics Paper 2 (both tiers)	1h 45m
14/06/2024	PM	AQA	8464/P/2F/2H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 2 (both tiers)	1h 15m
17/06/2024	PM	WJEC	C660U30-1	Music	Music Component 3 Appraising	1h 15m
19/06/2024	AM	AQA	8365/2	Further Mathematics	Level 2 Cert in Further Maths Paper 2	1h 45m
20/06/2024	AM	WJEC	5409UB0-1	Hospitality and Catering NEW	Hospitality and Catering Unit 1 The Hospitality and Catering Industry (on paper) NEW	1h 20m
26/06/2024	AM/PM				Contingency Session	

APPENDIX 1

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. Full details can be found using link below or on the school website under Key Information/ Exam Guidance.

Information for candidates - Coursework 2023-2024

<https://www.thornhillschool.org.uk/attachments/download.asp?file=703&type=pdf>

APPENDIX 2

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment. Full details can be found using link below or on the school website under Key Information/ Exam Guidance.

Information for candidates – non-examination assessments 2023-2024

<https://www.thornhillschool.org.uk/attachments/download.asp?file=702&type=pdf>

APPENDIX 3

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). Full details can be found using link below or on the school website under Key Information/ Exam Guidance.

Information for candidates – on-screen 2023-2024

<https://www.thornhillschool.org.uk/attachments/download.asp?file=701&type=pdf>

APPENDIX 4

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.

Full details can be found using link below or on the school website under Key Information/ Exam Guidance.

<https://www.thornhillschool.org.uk/attachments/download.asp?file=700&type=pdf>

JCQ Information for candidates – Privacy Notice

You **must** read this information before you take any externally assessed timetabled written exams. *Information for candidates – written exams 2023-2024.*

Full details can be found using link below or on the school website under Key Information/ Exam Guidance.

<https://www.thornhillschool.org.uk/attachments/download.asp?file=707&type=pdf>

APPENDIX 6

JCQ Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/sell/for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Use marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

JCQ AI and Assessments
A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

AQA

City & Guilds

CCEA

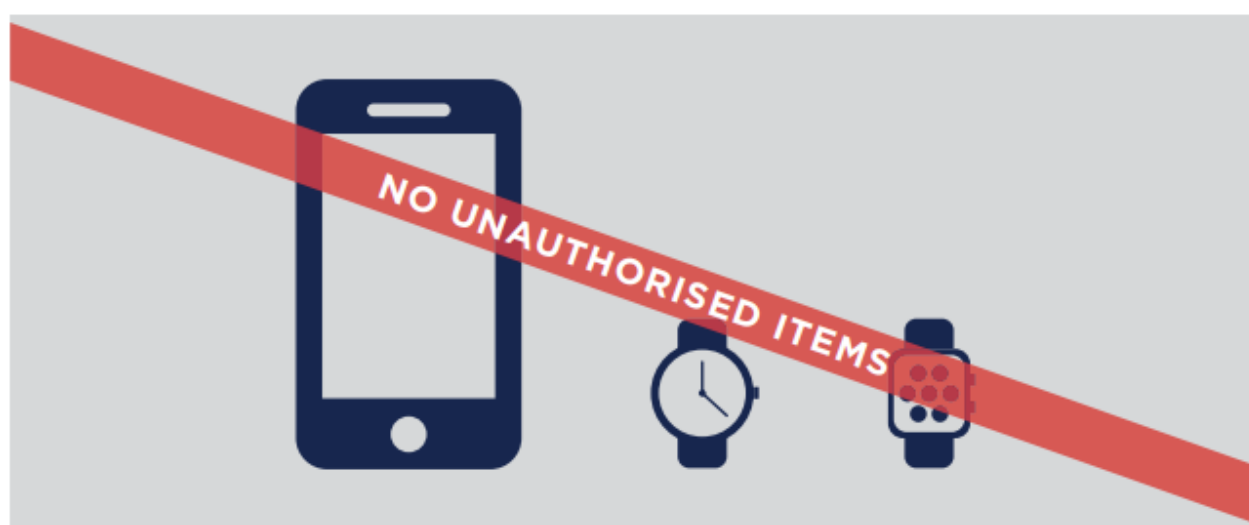
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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
-----	---------------	------	-----	---------	------

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.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

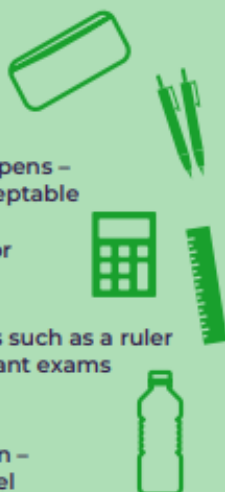
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023



KEEP CALM
—••• AND •••—
GOOD LUCK
ON YOUR EXAMS

CANDIDATE CONFIRMATION

To confirm you have received, read, and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Ward by 29/02/2024.

If there is anything you do not understand, you should speak to Mrs Ward/Mr Clark for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

I have read the contents

I understand (Tick all the boxes that apply)

- ☐ What constitutes malpractice in examinations/assessments
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

I have read and understand the current JCQ information for candidate's documents as they relate to the qualifications I am taking (Tick all the boxes that apply)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Privacy Notice
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all the above

Candidate Signature: Overwrite your signature here

Date: DD / MM / YYYY