



GCSE Public Exams

**Information
For
Students and Parents**

2019/2020

Introduction

Public exams can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that students receive the best possible preparation for their exams, that the administrative arrangements run smoothly, and that the exams are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform about exam procedures and to answer some of the most frequently asked questions to help to guide and support students and parents through the exam process.

It also contains the formal notices that are required by regulation to be given to each student.

If you have any other questions please feel free to make enquiries to the Exams Officer. You can contact the Exams Office by:

Telephone on 01256 868600

E-mail to j.butland@cranbourne.hants.sch.uk

Exams Officer Mrs J. Butland

On exams days it is best to contact CPP on the above number before 8.15 a.m. and leave a message with the nature of your query, since the main priority will be the starting of exam sessions on time.

Guidance for Parents & Students on Exams

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Who is responsible for the Exams?

The school's Exams Officer is responsible for administering all public exam arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Head Teacher.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Exams Officer.

The Awarding Bodies or Exam Boards set down strict criteria which must be followed for the conduct of exams and the school is required to follow them precisely.

Who is entered for public exams?

It is school policy to enter every student who is being taught a subject, for the most appropriate level of exam. Only by exception, after consultation with parents, and with the written consent of the Head of Centre will students not be entered.

Can students take Holidays during term time?

Dates for exams are rigidly fixed by the Exam Boards and are subject to change. Parents are reminded that our school policy is that no holidays will be authorised in term time.

At Key Stage 4 there are exams/assessments which take place throughout the year and not just in the summer exam period.

Coursework/non-examination assessments

Some subjects have an element of controlled assessment which has to be completed, marked and assessed. The marks and work must be sent to the Exam Boards well before the formal exam sessions take place. The school set deadlines which allow time for this process and to meet the board deadlines. These cannot be changed. Students who do not submit controlled assessments on time will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum 35% of the course.

Contingency day – Summer 2019

"The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and

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Northern Ireland - <https://www.gov.uk/government/publications/examsystem-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 local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan."

Study Leave

Students are expected to attend all their lessons until otherwise notified by the school.

What information will students receive about their exam entries?

When the entries have been entered on the school's computer system, students will receive a Student Entry Summary detailing the subjects and tiers for which they have been entered. This must be checked and students must inform the school if there are any errors or problems.

The Student Entry Summary serves two purposes:

- i. to check that all entries have been made and are correct,
- ii. to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the exam without good reason.

Once entries have been received by the Exam Boards, Statements of Entry will be issued showing the subjects entered with that board and giving the dates of the exam. These should be checked and kept safely by the candidates as they are evidence that an entry has been made. Students must not write on their Statement of Entry. Sometimes candidates will receive updated statements if the entries made for them change.

Where will the Exams be held?

The main locations for written papers are the **Main Sports Hall**. Candidates are asked to be there **10 minutes before** the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their candidate number which appears on all statements of entry. The candidate will sit at the desk bearing a card with their candidate number. This arrangement follows Exam Board rules and the school cannot change it.

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How do I know when exams take place?

The main period for exams is from the start of May until the end of June/early July but some oral exams and practical exams will take place earlier. All candidates will receive an individual entry statement and timetable of all GCSE exams from the Exams Office which will give them the dates and sessions (a.m. or p.m.) of the papers they are taking. This will include start times and the location of the exams. Timetables are distributed through lessons and we also send a copy home direct to parents. It is helpful if parents make sure a copy of this timetable is available to them at home with their son's/daughter's exams highlighted.

At what times do the exam sessions begin?

The Exam Boards dictate the permissible start times for exams. Candidates are asked to go to their Tutor for morning exams and report to their exam at 08.50 (start 09:00) and 13.05 (start 13:15) for afternoon exams. If the time is different, notices will be sent out before the start of the exams to confirm registration times. The lengths of exam papers vary and they will sometimes not finish until after school has finished. Students and parents should be aware of this and make appropriate arrangements for getting home. **Candidates will not be allowed out of an exam early for any reason.**

Some students may also receive an allowance of extra time for the exams and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidates' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse a.m. and p.m. sessions. Parents should check their son's/daughter's commitments for each day on the previous evening.

What is my revised lunch time?

All Year 11 students will have their **lunch at the revised time of 12.40 - 13.10 in the canteen from 13th May 2019.**

What happens if a student has more than one exam at the same time?

If a candidate is timetabled to sit more than one exam at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If the clash is in different subjects this should be picked up during the checking

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process and notified immediately to the Exams Officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidates will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the exam and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as they will not be allowed to buy food. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all of the candidates involved.

How are students supervised?

Adult external invigilators will supervise students under the direct management of the Exams Officer. Once candidates enter the exam room they must remain supervised and follow the invigilators instructions at all times. The invigilators are experienced in exams procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Exams Officer by radio to resolve any issues.

The Exams Officer and a member of SLT will call candidates in and candidates should then find their desk with their candidate number card on it.

In some sessions, papers will be already on exam desks, these must not be opened until candidates are advised to do so.

What happens if a student cannot find his/her place in the exam room?

Occasionally problems arise because a candidate's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. Candidates will be asked to wait at the back for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Exam Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any candidate's chance of taking an exam for which he/she has been entered. Candidates who have been officially withdrawn from an exam will not be permitted to sit the papers.

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What happens if a student is late?

If parents are aware that their son/daughter has got the timing of the exam wrong and has missed the starting time, they should telephone the school **immediately** and get a message to the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by Exam Board regulations on this matter. Normally candidates with a genuine reason and who are brought straight to school may be admitted within the first 30 minutes of the start time; after this time the board will decide whether to accept any paper sat.

Candidates who arrive more than 1 hour after the start or after the end of the exam may not be admitted.

What should students bring to the exams?

Candidates should bring writing equipment, coloured pencils, erasers etc. in a **transparent** plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the exam room. All candidates should have their name clearly marked on their calculators as these have to be collected in for some mathematics papers which are non-calculator. For Maths exams students will need a protractor, compass, pen, pencil, ruler and eraser.

All exam papers must be completed using only black pens (biro/ink).

Some subject papers will require the use of set texts and candidates will be advised by their subject teachers about this.

Candidates are responsible for ensuring that they bring everything they need to the exam.

What should students not bring with them?

Some items are **strictly banned** from exam rooms and should not be brought into the exam room under any circumstances. The Exam Boards treat possession of these items as an infringement.

Mobile phones/ any watches including i-watches

Personal CD/tape/minidisk/i-Pod players – unless permitted for individual language exams. These items can be handed to an invigilator (not Reception) before the start of an exam, but the school cannot be responsible for the security of these while the exam is in progress.

The use of **tippex or correction pens** is not permitted. Candidates should cross through work they do not wish to be marked.

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Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance.

Candidates should not bring lucky mascots etc. into the exam room.

No food items or chewing gum are allowed.

May students bring a drink?

Candidates may bring a drink with them into the exam room. However no more than 750ml of still water may be brought, these must be in a clear bottle with no labels on. No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much may cause an issue since candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

Regulations governing the use of calculators

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are 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..."

Calculators must be:	Calculators must not:
<ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;● be borrowed from another candidate during an examination for any reason;● have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into exam rooms under any circumstances. This applies to all public and school/mock exams. They cause disturbance to other candidates if they ring

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and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate Exam Board. Should this happen they are likely to be disqualified from that paper and possibly from the whole exam in that subject.

It is a very serious offence and our advice is that the phone should not be brought to school. **We can take no responsibility for the security of mobile phones brought into school.**

What is meant by malpractice?

Malpractice is the term that the Exam Boards use for any irregularity, or breach of the regulations of any form. The Exams Officer is required to, and will, report all infringements to the appropriate body who will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Exam Boards take the integrity of exams very seriously and it is important that candidates heed the Exam Officers instructions carefully.

What happens if a student does not turn up for an Exam?

A student who absents themselves from any exam without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the exams which have been marked.

As set down by the Department for Education, Penalty Notices will be issued when a pupil has one or more unauthorised absences during a public exam, assessment or test.

In addition parents should also be aware that the school will seek to recover the exam fees if a child does not turn up for an exam and parents can be asked for a payment of approximately £40 per GCSE depending on the Examining Board in the event of a student's non-attendance.

How are exams started?

The exam will be announced formally, usually by a member of SLT/Exams Officer/Lead Invigilator and candidates cautioned that they are subject to the regulations. Any instructions, changes to papers etc. will be read out and the candidates asked to complete their details on the answer papers.

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What standards of behaviour are expected during exams?

All candidates are given a copy of a 'Notice to Candidates' produced by the Examining Bodies which gives general guidelines for conduct which must be observed. The wording of this is included in this booklet at the back.

Breaches of exam regulations are regarded very seriously by the school and the Exam Boards. Good behaviour is essential in any exam as any activities which may disturb or upset other candidates will not be tolerated.

The Head Teacher and Exams Officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere for those candidates who are nervous about their exams.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the exam room will be asked to leave, and the circumstances will be reported to the Exam Board. This may result in the candidate not receiving a grade for the whole of that exam.

What should students wear for exams?

Exams are a school activity and normal uniform must be worn by students. We ask for the co-operation of parents in ensuring students are correctly dressed as we wish to avoid causing stress to candidates in the exam room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs. Candidates should bring as little as possible in the way of coats and baggage into the exam room.

What if a student is unwell at the time of one of the exams?

Even if a student would not normally visit the doctor's surgery for minor illnesses it is important that they do so at exam time if they are unwell. The doctor will advise as to whether he/she is fit to sit the exam. If the candidate takes the paper, the doctor should give a letter which the school can forward to the Exam Board asking for special consideration on the grounds of illness.

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If the candidate is unable through illness to sit a paper the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that a grade will be awarded if a unit is missed as the candidate will be expected to re-take. It is essential that the candidate sees the doctor on the day of the exam or previously. Retrospective information is not accepted by the Exam Boards and any doctors' letters must be forwarded to the Exam Officer without delay, as there is a tight deadline.

A telephone call must be made to the school if a student will not be attending an exam or if a candidate will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

Please be aware that any medical certificate must be accompanied by a note detailing the exam to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant exams will be covered.

There is a standard QCDA form (QCA/ME Form 14) available from the Exams Officer available for self certification for a missed exam/s, which can be countersigned by doctor/nurse or surgery receptionist.

What do candidates do who finish early?

Candidates should use all of the available time on their exams and spend any time at the end checking their answers. In any event, they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

What if a student has problems which may affect his/her exam performance?

Some candidates are eligible for extra time or special exam arrangements. These are normally identified by the school and appropriate applications made supported by an Educational Psychologist's report, the Exams Officer and Head teacher are empowered to grant extra time, the provision of a prompter or similar arrangements, but only given the correct evidence and at their sole discretion. The Learning Support Department will make arrangements for providing any other special assistance and inform the candidates of any special rooming arrangements.

Any illness, or family circumstances, which may affect exam performance, arising shortly before or during the exams, should be notified as soon as possible to the Exams Officer so that an application for special consideration can be made to the boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

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How can parents best help their son/daughter during the exam period?

Exams are inevitably a stressful time for some candidates and support from both school and parents can be helpful. The school will provide advice about revision programmes and exam techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is helpful for parents to discuss with their son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation. Students will need to bring equipment as mentioned before so please ensure they are purchased in plenty of time for the exams.

What happens about the return of school books and equipment at the end of the exam period?

Students will have been informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

When and how are the results distributed?

GCSE results arrive in school on Thursday 22nd August 2019. Results will normally be available for collection from 10.30a.m. in the Drama Studio. Students wishing for a relative to collect their results must send a signed letter of authorisation and ID with the collector. Results will not be given over the telephone under any circumstances.

GCSE students not intending to collect in person but wishing their results to be posted, should leave an A4 stamped addressed envelope, along with a letter authorising us to post, this needs to be with the Exams Officer before the end of the summer term. Result slips for GCSE not collected or posted on results day will be retained in school for collection at the start of term, again with the necessary authority.

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What if results are substantially different from what is anticipated?

It must be remembered that exams can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the Exams Officer and the process should be started as soon as possible after consultation with the Head of Department concerned.

It is important to notify a senior member of staff of any concerns as soon as possible, preferably on results day.

If the results have serious implications for the student's future plans then advice should be sought from the Careers Service.

Can students obtain copies of marked exam scripts?

It is currently possible to have access to marked scripts for some GCSEs. You will need to complete a Review of Marking Consent Form from the school and pay a fee for each subject/paper. You should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results. You will also need to purchase a copy of the mark scheme.

How should fees be paid?

Where students are requesting a chargeable service, fees should accompany a completed form ESR1 and either posted to the school or given to reception at student opening times. Cheques should be made payable to Cranbourne.

When do students receive certificates?

Certificates are issued by the Examining Boards well after the exams have taken place (usually at the beginning of November). The school distributes the ones issued for the main summer's exams at or after the school's Presentation Evening each year. Students are required either to collect in person or a family member may collect them but only if they have a letter of request signed by the student and some form of ID.

Certificates uncollected after 2 years will be returned to the relevant Exam Board. Certificates can only be replaced by direct application to the boards by the student and will require proof of identity such as an original birth certificate.

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I want to appeal my internal assessment mark.

Cranbourne 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.

Cranbourne ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE and Project qualifications including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

Cranbourne is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

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 mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Cranbourne will 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. Cranbourne will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment
3. Cranbourne will, having received a request for copies of materials, promptly make them available to the candidate within 2 calendar days.

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4. Cranbourne will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cranbourne will 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 2 calendar days of receiving copies of the requested materials by completing the internal appeals form. An administration fee of £25 will be charged.
6. Cranbourne will allow 2 calendar days for 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.
7. Cranbourne will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Cranbourne will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cranbourne will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

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

Possession of unauthorised items, such as a mobile phone, 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.

Exam Equipment

You are expected to bring the following equipment with you to your exams



Pens 15p

Rulers 15p

Pencils 10p

Calculators £6.50



Casio Calculators, pens, pencils & rulers can be purchased from Mrs Crosby located in the Finance Office.