



# CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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Date of next review	October 2024

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## Introduction

Northampton International Academy (NIA) is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

The purpose of this handbook is to inform candidates, parents and carers of candidates and teachers preparing candidates for examinations of the following:

- malpractice in examinations/assessments
- the use of their personal data and copyright
- all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- information about the relevant JCQ information for candidates' documents and exam room posters that are provided in advance of any exams/assessments being taken
- 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

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.

Sanctions include loss of marks; a paper or NEA (Non-Examined Assessment) not being marked or not being given a result for your exam.

## 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 that can be found here: [Information for candidates documents - JCQ Joint Council for Qualifications](#)

## 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 to terminate such rights.

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

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Northampton International Academy (NIA) and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Subject teachers will inform candidates at the start of the course of the arrangements for non-examined assessments in their subject. This will include:

- When assessments will take place
- How candidates are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed etc.

### **Written timetabled exams.**

- You will be issued with a statement of entry to check that your personal details and exam entries are correct. It is important that the spelling of your name and date of birth is correct – this should be your legal name as this will be on your certificates. If any of this information is incorrect, please inform the Exams Officer immediately.
- You will be issued with an individual exam timetable to ensure that you know the date and time of all your exams/assessments, and any relevant information regarding seating arrangements, exam rooms etc.
- If any subjects are missing or if you have any queries, please speak with the Exams Officer.
- It is important that you read the JCQ Information for Candidates documents – written examinations (, social media. You should also read and be familiar with the exam room posters – Warning to Candidates, Unauthorised items. These can all be found here: [Information for candidates documents - JCQ Joint Council for Qualifications](#)
- On all your exam papers (and word-processed scripts if you use a laptop) as well as on any NEA you will need to include our centre number and your individual 4-digit exam number which is on your statement of entry, individual timetable and on the name card on your exam desk.

### **Contingency days - Summer 2024**

- The exam boards have designated 26th June 2024 as a 'contingency day' for examinations and two afternoons: 6th and 13th June. Although your exams may be finished, you will be expected to be available for the 28 June should there be a national or local disruption during the exam period (13th May to 28th June 2024). The consequences of not being available, should the rescheduling of exams be required, is that you may not be awarded a full qualification.

## On-screen tests

- Some exams are completed on-screen. If you have an exam which is assessed in this way, it is likely that you will have a login and password specific to that exam and so it is important to
- listen and follow all instructions to make sure that your exam responses are not lost and can be uploaded to the exam board without any problems.
- If you have an exam which is assessed this way, you must read the JCQ Information for candidates – on-screen tests that can be found here: [Information for candidates documents - JCQ Joint Council for Qualifications](#)

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

- If you are taking two or more examinations in a session and the total time is three hours or less, we will decide the order within the timetabled session in which to conduct the examinations, and these will be taken back-to-back. You may also be given a supervised break of not more than 20 minutes between papers within a session. This must be conducted within the examination room, under formal exam conditions which means you will not be able to revise.
- If you are taking two or more examinations timetabled for the same session and the total time is more than three hours, including approved extra time allowances and/or supervised rest breaks, we may conduct one examination in a later or earlier session within the same day. We may determine the examination which is to be conducted in an earlier or later session within the same day.
- If the centre does this, the security of the examination must still be maintained. This means candidates must be always supervised until the start of the next exam. You will be escorted from the first exam and escorted to the start of the second exam and remain under supervision the whole time in between. Supervision will usually be with an invigilator in a quiet area. You will be able to revise, however you may not have access to the internet so may not have the use of laptops, computers, your mobile phone, or watch. You will need to bring a suitable lunch and sufficient drinks.
- When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is: a) more than six hours for GCE examinations (AS & A Level), including approved extra time allowances and/or supervised rest breaks; or b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks; candidates may, at the centre's discretion, be allowed to take an examination the following morning. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable. Overnight supervision will only be applied for as a last resort and will be discussed with the candidate as well as a parent/carer.

## Where you will take your exams

- Your individual timetable will show where you will be sitting your examinations.

## What time your exams will start and finish

- You must be at your meeting point for your examination at 8:45am for morning examinations and 1:10pm for afternoon examinations to ensure all candidates have entered the examination rooms and the examinations can start at their published times.
- You cannot leave the examination room for the first hour and last half hour of an examination, except for medical reasons (when you will be supervised by an invigilator)/

## Supervision during your exams

- The school employs external invigilators to conduct the examinations in accordance with the rules of the examination boards. You are expected to behave in a respectful manner towards all invigilators and to always follow their instructions.

- They will help to distribute and collect the examination papers, tell candidates when to start and finished the examination, hand out additional answer booklets if required and deal with any problems that occur during the examination.
- **Please note that the invigilators cannot discuss the examination paper with you. They cannot read or explain any of the questions to you and they cannot advise you of how much time has elapsed or is remaining.**
- All exams' staff/invigilators are governed by strict guidance from the awarding bodies to ensure that the exams are conducted in a regulated way in all schools and colleges to ensure fairness to ALL candidates. Candidates who are disruptive or behave in an unacceptable manner will be reported and may be removed from the examination room by the Examinations Officer or a member of senior staff. If the behaviour disturbs other candidates in the room, this will be deemed as malpractice and this will be reported to the examination board. The outcome of this could be disqualification from that subject.

### **Exam room conditions**

- You are under exam conditions as soon as you pass the examination room signs on entering the examination area until you leave this area after the end of the examination.
- There must be complete silence; you must not speak, distract, or communicate with other candidates in any way.
- You must always face the front of the room and, if you need anything, you must put up your hand and wait for an invigilator to come to you.
- You must listen to and always follow the instructions of the invigilator, and this includes the information and timing on when to complete the front of your answer booklets and when to open the question paper.
- There will be a whiteboard which will have the date, the centre number, the title of the exam paper, paper number and the actual start and finishing time of the exam.
- You must not take prohibited devices into the examination room. You must leave these at home, in your bag or in the trays to be locked away in the meeting area. If using the trays, make sure your items are in the zipped walled for your seat number and please be aware that if not collected immediately after the examination, then you will need to wait until 3:30pm to collect the items.

### **Where you will sit in the exam room**

- Your seat row and number will be printed on your exam entry sheet. You must make a note of where you need to sit. Seating plans will also be available to check in the Basement and on Floor 1 on the examination's noticeboards.
- You should sit at the table label with your row at the meeting point for your examination.
- You will be led into the examination room in row order.
- You will always have your name plate on your desk with your photo and candidate number on.

### **How your identity is confirmed in the exam room**

- A register will be taken at the examination meeting point to confirm your attendance.
- The invigilators will also do a visual check of each candidate once seated in the examination room to ensure the person sat at the desk is the same as the name, photo, and candidate number as on the name plate.

## What equipment you need to bring to your exams

- It is your responsibility to have all the appropriate equipment for your examinations. You must use a black pen for all your examinations because most exam scripts are scanned prior to being sent to the examiners. You should also have pencils, spare black pens, a ruler, and rubber together with any specialised equipment required for each exam – your subject teacher will tell you what you will need.
- All your equipment should be in a transparent plastic pencil case or a transparent plastic bag. Maths equipment tins or glasses cases are not allowed on your desk.
- Equipment will only be lent to students in exams if their own equipment breaks, e.g., calculator stops working, pen runs out.
- Please be aware that erasable pens, correcting pens, fluid or tape and gel pens are not allowed to be used in your answers.
- Highlighter pens can be used on your question paper but not in your answers.
- The school is not responsible for providing you with equipment for exams and you are not allowed to borrow equipment from other students once you have entered the exam room.
- Some examinations require resources such as anthologies or set text which the school will provide.

## Using calculators

You may use a calculator in an exam unless it is prohibited by the exam board. If there is no mention of whether calculators are not allowed or not on the exam question paper, calculators are treated as standard equipment and therefore may be used.

Make sure your calculator conforms to the examination regulations as detailed below. If in doubt, check with your Maths teacher.

Remove the cover and any instructions before going into the exam room and put them in your bag – if you forget, please put the cover under your seat when you are seated at your desk. You must make sure the calculator is in the right mode and the memory has been cleared prior to entering the exam room. If in doubt, check with your Maths teacher.

Calculators must be:

- of a size for use on the desk.
- either battery or solar powered.
- free of lids, case and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet.
- be borrowed from another candidate during an exam for any reason.
- have retrievable information stored in them, including databanks, dictionaries, mathematical formulae, text.

You are responsible for the following:

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator

## What you should not bring into the exam room

- You must not take into the exam room: notes, Air Pods or similar, a mobile phone, a MP3/4 player or similar, Fitbit or any watch.



- Remember, possession of unauthorised material is breaking the rules even if you do not intend to use it and you will be reported to the exam board and face possible disqualification.

### **Food and drink in exam rooms**

- You may bring a bottle of still water into the exam, but it must be in a clear, unmarked bottle. The bottle should not have any labels or logos.
- No food is allowed in the exam room unless you have a medical condition of which the Examinations Officer is aware.

### **What you should wear for your exams**

- School uniform should be worn for all exams unless you have been told otherwise.

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

- Bags, coats, and all other items not allowed in the examinations room must be left in the designated bag areas.
- Valuables should be left at home where possible but if they are brought to school then you can leave them in your bag or place them in the trays to be locked away in the meeting area. If using the trays, make sure your items are in the zipped walled for your seat number and please be aware that if not collected immediately after the examination, then you will need to wait until 3:30pm to collect the items.

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

- If you are late for an examination, you must sign in at Reception and you will be collected by a member of the examinations team.
- If you know that you will be late, please contact Reception and ask them to inform the Examinations Officer as soon as possible.
- If you are late (less than 30 minutes), you will be able to enter the examination and you will receive the full time of the examination. Exam boards have the right to refuse to mark examination papers where the candidate is more than 30 minutes late and entry to examinations at this point is at the discretion of the Examinations Officer.

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

- If you are unwell or injured on the day of the examination, a parent/carer should call the school and report your absence before 8:30am in the morning. You must then provide medical or other appropriate evidence to support the reason for the absence to the Examinations Officer within 3 days of the missed examination. If you miss an examination, you cannot sit it at another time.
- If you have arrived on site and feel unwell but are able to attend the examination, please advise the Examinations Officer before the start of the examination. Invigilators and the Medical Officer will be advised of this and will check on you during the examination. A Special Consideration request can be made but only if the Examinations Officer is made aware before the start of the examination.
- If you feel unwell during an examination, please make the invigilators aware by raising your hand and they will come to you and call for the Medical Officer. The Medical Officer can take you outside for some fresh air/go to the toilet, but you will not be allowed additional time at the end of the examination to compensate for this loss of time. In some circumstances, with appropriate medical absence, a Special Consideration request can be made.

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

- If you do not attend an exam without a valid reason, you/your family may be charged the exam entry fee for each exam paper missed (approximately £45 each for GCSE and £120 for A Level) Please note that oversleeping or misreading the timetable will not be accepted as a reason for absence.

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

If the fire alarm sounds during an examination, the invigilators will tell you what to do. Do not panic or start talking. Should you have to evacuate the exam room:

- Leave everything on your desk, close your answer booklet.
- If working on a laptop/computer, save your work
- Leave the room in silence, in row order. You will be escorted to the designated assembly point for exams which will be away from the rest of the school. Do not remove anything from the room.
- You must not communicate with anyone during the evacuation – this is malpractice, and you risk your paper being disqualified.
- On your return to the exam room, WAIT – do not start to write/type until you have been asked to do so by the invigilators. You will be allowed the full working time of the examination, and a report will be sent to the exam board informing them of the incident.

### **Candidates with access arrangements/reasonable adjustments**

- Candidates eligible for Access Arrangements, i.e., scribe, reader, use of a laptop, reading pen, extra time or supervised rest breaks will have received written confirmation of what they are allowed to have.
- These arrangements will be provided for your internal and external exams/assessments. If you have an access arrangement, your examination may be in a different room to most of the other students.
- If you believe your access arrangement is not in place, please let an invigilator/TA know before the exam starts.
- Please note that if you do not use your access arrangements during your internal exams they may be withdrawn as the JCQ will view this as evidence that you do not need the arrangement and you would not be given them for external exams. Therefore, use of access arrangements during internal exams will be monitored as they are meant to reflect your normal way of working in school. We encourage students to use access arrangements that have been awarded.

### **Results**

A Level and Level 3 BTEC provisional statement of results will be issued on Thursday 15th August.

GCSE and Level 2 BTEC provisional statement of results will be issued on Thursday 22nd August.

There will be members of staff available after the publication of results.

Although we strongly recommend that you collect your results in person as you may/need to discuss them with staff, the following options are available:

- If a third party (i.e., your parent/carer/family member) is collecting results on your behalf, you need to inform the Exams Officer in writing before 23rd July giving your permission to issue results to your family member. We will not issue your results to one of your friends.
- If you, or a third party, are not able to collect your results, you can provide the exams officer with a SAE or email address before 23rd July.

## Post-results services

The following services are available for public exams:

### Service 1 CLERICAL RE-CHECK

This is a re-check of all clerical procedures leading to the issue of a result. This service includes the following checks:

- That all parts of the script have been marked.
- The totalling of marks; • The recording of marks.

### Service 2 REVIEW OF MARKING

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

This service includes:

- A clerical re-check as above.
- A review of marking as detailed above.

**Please be aware that subject grades may be lowered as well as raised or stay the same.**

### Priority Service 2 REVIEW OF MARKING

- This service is available for A Level candidate whose university place is affected. This service is the same as for a Service 2 Review of Marking but will be process within a shorter time.

### Service A1: Access to Scripts (ATS1)

- Copy of script to support a review of marking. This is a priority service that ensures copies of scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for. Service A2: Access to Scripts (ATS2)
- This is a non-priority service enabling centres to request copies of scripts to support teaching and learning.
- Requests for post-results services for summer exams must be made through the centre by the candidate only, using the relevant form. The form can be returned in hard copy or emailed from the candidate's school email account.

Information about the deadlines and potential charges for these services for the summer exams will be on the school website.

Any charges will be payable in advance via Arbor.

## Certificates

Certificates usually arrive in school late in the Autumn Term. A notice will be put on the school website and its social media pages to inform candidates when the certificates have arrived and the arrangements for collecting these. Any certificates not collected by the last Monday of the Autumn Term will be posted to the address of the candidate that we hold on to our electronic systems; it is therefore imperative you let us know your new address if you move house.

## Internal appeals procedure

### Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Northampton International Academy (NIA) and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to

the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Principles relating to Centre Assessed Marks**

NIA 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.

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

### **Internal Review of Marking Procedure**

The purpose of this procedure is to confirm the arrangements at NIA for dealing with candidate appeals relating to internal assessment decisions. This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates.
  - before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking
1. NIA 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. NIA will inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
  3. NIA will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
  4. NIA will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
  5. NIA will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
  6. NIA will provide a clear deadline for candidates to submit a request for a review of the centre's marking; this deadline is within three working days of the candidate receiving copies of the requested materials. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
  7. NIA will allow sufficient time 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 for the submission of marks; sufficient time is two working days.
  8. NIA will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
  9. NIA will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
  10. NIA will inform the candidate in writing of the outcome of the review of the centre's marking.
  11. 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 body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

### JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2022-2023: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 2

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

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

information for candidates – non-examination assessments 2023-2024: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## 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).

Information for candidates – on-screen 2023-2024: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## 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: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 5

### JCQ Information for candidates – Privacy Notice

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

Information for candidates – Privacy Notice 2023-2024: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 6

### JCQ Information for candidates – social media

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

Information for candidates – social media: [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

### JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that "Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."

Unauthorised items poster: [www.jcq.org.uk/exams-office/exam-room-posters](http://www.jcq.org.uk/exams-office/exam-room-posters)

### JCQ Warning to candidate's poster

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

Warning to candidates: [www.jcq.org.uk/exams-office/exam-room-posters](http://www.jcq.org.uk/exams-office/exam-room-posters)