



'Growing Together in the Spirit of Christ's Love'

All Hallows Catholic High School

Student Exam Handbook 2024 / 2025

An A – Z of Examinations & Qualifications

A guide to everything you could possibly want to know about the examination process and more.

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness, please notify the School as early as possible by telephone on 01772 746121. We will advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of laptop, etc., need to be approved by the Learning Support Department. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the Learning Support Department contacts the Examinations Office.

Access to Scripts (ATS):

Students can request access to their examination paper from the awarding bodies for general interest or to help with future learning. If you wish to request a review of marking, then a copy of the paper will be returned once the review has taken place. You cannot have a review once the examination paper has been returned to school. There is a charge for this service.

If you want to request an examination paper, then you must download the Access to Scripts form from the Exams Information page on the school website and return it by the appropriate deadline.

Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed **inside** the booklet. Additional answer sheets should only be used once you have used up all the additional lines on the exam paper.

Artificial Intelligence:

Pupils must submit work for assessments which is their own. It cannot be copied or paraphrased from another source such as an AI tool. AI misuse constitutes malpractice. The malpractice sanctions include disqualification and debarment from taking qualifications for several years. Your marks may also be affected if you have relied upon AI to complete an assessment. We will know this by either, the attainment you have demonstrated not accurately reflecting your own work and/or by submitting inaccurate bibliographies.

Attendance at the Examinations:

Punctuality is important. Exams usually start at 9.00am or 1.30pm and you must be ready at least 10 minutes before. Students who persistently arrive late for examinations will be reported to the Senior Leadership Team. If a student arrives very late (one hour after the published starting time) then a written report must be sent to the Awarding Body, who will determine whether to accept the examination paper completed by that student.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools. Awarding bodies used by All Hallows Catholic High School are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

B

Bags:

Bags must remain outside the exam room as directed by the invigilators. You are not allowed to keep them with you at your desk during the exam. Please do **NOT** bring valuables with you when you are sitting examinations.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval through the Learning Support Department. A clean copy should be provided to the Examinations Office for use in exams.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



No printed instructions or cases are permitted; if you cannot remove the case from your calculator, you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions on mobile telephones, which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate.**

Candidate / Exam Number:

Your candidate number is the four-digit number printed on your student card and your individual timetable. You will be seated, by subject, in candidate number order. **Please do not remove or deface your student card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

Our Centre number is **46723** you will need to write this on all of your exam papers.

Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.

Certificates:

Certificates are only issued if you have achieved a pass grade i.e. 9 to 1, Distinction to Pass etc.



Once awarded, some students receive more than one from different examination boards; students must check that all the personal information is correct especially the spelling of names. If there is a problem, the certificate must be returned personally to the Exams Office for return to the examination board. This usually takes two/three weeks. Students will be notified of its return, ready for collection.

Collection after Certificate Evening

Students unable to collect their certificates on the evening must phone school to arrange a convenient time and day to collect their certificates. **Students must not just turn up at school and expect to be issued with their certificates.** Also, certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation and proof of identity. Again, please phone for details.

Safe Keeping and/or Replacement

Once awarded, the certificate must be kept in a safe place as they are difficult and expensive to replace. In some cases, certificates will only be replaced if proof of loss is provided and/or examination boards will only provide a 'Statement of Results'. Examination Boards will issue a 'Statement of Results', typically charging approximately £40 per statement.

The certificate will be required as proof by colleges and / or employers when applying for courses or employment. The Exams Office receive many requests each year from ex-students and prospective employers for proof of examination results for students who have lost their certificates.

Certificate Evening:

A celebration will be held in early November to give past students a chance to collect their certificates and catch up with fellow peers, friends and school staff. Letters are sent home nearer the time.

Change of Address:

It is important that you tell the Exams and Data Office as a matter of urgency if you move address. Letters about results etc. may not reach you.

Change of Name:

It is important that you tell the Exams and Data Office as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e., Passport, Birth Certificate, Change of Name Deed.

Cheating:

Students caught cheating in examinations – including being in possession of or using a mobile telephone, watches, pagers, mp3 players, iPod, unauthorised aids or notes but also copying from or communicating with other Students – **will** be reported to the awarding bodies.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

The range of Penalties includes loss of marks for a unit, loss of GCSE grade.
Please read the **JCQ Warning to Candidates and Information for Candidates Notices found here**
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Clashes:

If you have an examination clash involving different subjects your individual timetable will reflect any changes. You will be provided with the supervision arrangements for any examinations which clash. If you are in this position, you will have to go into supervision between the two examinations and may need to bring a packed lunch and a drink with you if this includes lunchtime. Your mobile telephone will be taken off you at the start of the first examination and you will not be allowed contact with other students in between examinations.

Clocks:

Will be clearly visible in each exam room, but the Invigilators are not allowed to tell you how long is left until the exam finishes, nor can they give you any warnings that the exam is coming to an end. It is your responsibility to keep an eye on the time. Invigilators will write on the board what time the exam started and what time it will end.

Controlled Assessment / Non-Examination Assessment:

Tasks or Assignments set by the awarding bodies with defined control levels for each stage. These assessments are done under exam conditions.

Coursework / Non-Examination Assessment:

Coursework may be carried out during the academic year. Deadlines are issued by departments. Speak to your teacher if you have any problems with regards to these. Awarding bodies will return most coursework during October/November/December the following year. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.



Contingency Days:

The DfE contingency day for 2025 are 11th June and 26th June. This means that all exam candidates must be available on these days to sit exams should local disruption arise during the Summer Examination Series. Where candidates chose not to be available for a rescheduled examination, they will not be eligible for special consideration.

Copyright:

The copyright of any work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you. By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence) If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the Exams and Data Office. It is at the discretion of the awarding body whether or not to terminate such rights. If you want to exercise this right contact the Exams and Data Office.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support Department before arrangements can be put in place with the awarding bodies.

Dates:

Mock exams run in January. You will be advised of the exact dates by your subject teachers, by the Head of Year 11 and in Assembly. GCSEs run from mid-May – end of June each year. Dates will be published on the school website. You must NOT book any holidays during the entire GCSE examination period, including the annual JCQ Contingency Day which is towards the end of June each year.

Declaration Sheet:

(See Authentication Form)

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary, please see the Learning Support Department.

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. **Absolute silence must be maintained during this time and until you are outside the building – remember other examinations may be continuing as you leave.**

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Enquiries About Results (EARs):

See Review of Marking.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the school. The school recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, calculators, rulers, rubbers and a pencil sharpener. Borrowing from other Students is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets.

Exam rooms do have a limited supply of equipment, these are for emergencies only.

Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the school.

THEREFORE THESE DATES CANNOT BE CHANGED

There will be days set as contingency days where candidates need to be available in case there are issues during the exam season. Candidates must ensure they are available for all exam and contingency dates.

Examinations Office:



The Exams and Data Office is open Monday – Friday from 8am until 4pm. We will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Students' regulations contained within this Guide. They are also displayed outside all examination rooms. Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted

to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

Extra Time:

Will only be granted to a student if they have evidence of need. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to have extra time.

F

Food and Drink:

Food is not allowed into the examination room.



You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore, please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.

G

Grade Boundaries:

These are not available until after the results are published, on Exam Board websites.

H

Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.

Handwriting:

Students are responsible for producing legible handwriting on all of their exam papers and answer booklets. You risk losing marks if an examiner cannot read your handwriting.

I

Identification:

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline.
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted.
- d) start the examination.

Illness:

If you become ill during the examination weeks, advise the Exams Office so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

Internal appeals:

For further information on our Internal Appeals procedures please consult the policy which can be found on the school website.

Invigilator:

An Invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.

J

JCQ Joint Council for Qualifications:

Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

K

Know your Exam Team:

The school Exam Officer is Mrs Nicholson, and she will be happy to help you with any queries you have regarding your exams. Please restrict your visits to break. Lunch or after school before 4pm. Do not leave your lessons for exam queries.



Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm (classed as very late in JCQ regulations) may be allowed into the examination room at the discretion of the Head of Centre; however, you should be warned that if you sit the examination then the awarding body may not accept your exam paper.

Location of Examinations:

The exam room will be shown on your individual examination timetable for each exam. On the day of the exam a room list will be placed by pupil entrance and on the Sports Hall \ Gym & Arts Theatre door. Exams may be located in the Sports Hall, Gym, Arts Theatre or additional rooms around the school. It is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location.



Malpractice:

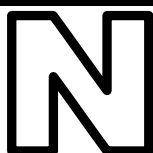
Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones & other Electronic Equipment:

Mobile telephones and other electronic equipment are not allowed into examination or supervision rooms. The School and JCQ regulations forbid you to bring any of these devices into any examination room or any room being used for supervision, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please **switch them off** and hand your device to the invigilator who will store it for the duration of the exam.

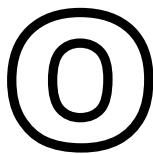


If a mobile telephone, or other electronic device is found in your possession in an examination or supervision room – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all students discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination or supervision face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or in your bag or hand it in to the invigilator if you realise you have brought it into the examination hall prior to the start of the exam..



Names:

Exam entries are made using your legal forename and surname. This is the name shown on your birth certificate / passport. You must use this name on all of your exam papers and answer booklets – do not write the name you prefer to be called or are used to being called at school on any of your examination papers.



Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 5 ½ hours if you are a GCSE student. (This is highly unlikely). You will be required to be kept under supervision by your parents until the following morning when you will sit the rest of your examinations that should have been sat the previous day. Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world. A parental declaration form must be completed in the presence of the Headteacher and Exam Officer 7 days before the examination in question.



Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a section
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications taken during the exam series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences and what penalty you may be awarded as a result.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not smartwatches)	in candidate's possession		
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
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Personal Data:

To be able to provide examinations and assessments, the exam boards (awarding bodies) need to collect and use information about you. Each awarding body whose qualifications you are entered for 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, plus your exam (candidate) number. More information about this can be found at the end of this document.

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: *"The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."*

Pencil Cases:

If you wish to bring a pencil case into the exam room, it must be made of clear plastic.

Post Results Service: Students should be made aware that senior members of centre staff will be available immediately on results day to discuss any results and further information is provided closer to results day.

Prohibited Material:

The following items must not be brought into any examination room:

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM STARTING**), notes, letters, diaries or other printed material.
- calculator cases or instruction books.
- mobile telephones, or other electronic devices.
- pencil cases unless transparent.
- wrist watches.
- glasses cases.
- headphones and personal stereos of any description.

Prompter:

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, loses concentration easily or is affected by an obsessive-compulsive disorder which leads them to keep revisiting a question rather than moving on to other questions. If you feel you might be deserving of one, please contact the SENCo department in school.

Q

Quarantine – (for Clash Students, see C)

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, pagers and electronic devices are not allowed into any quarantine room. You will be notified on your clash form of your quarantine arrangements. You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

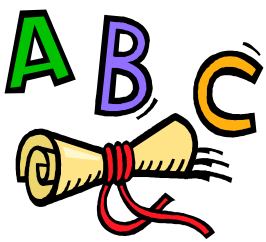
Reader:

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Read Aloud:

A student who persistently struggles to understand what they have read, may be able to have the arrangement allocated to read aloud during the exam. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to be awarded Read Aloud arrangements.

Results:



Students may collect their results from School on results release day. Results for students will be available for collection on that morning in the Senior Dining Room.

Students who cannot collect their results on the day **MUST** follow the procedures outlined below.

Collection by Third Party (student's representative)

The person collecting the results on behalf of a student must be in possession of a Candidate permission form or a letter, signed and dated by the student, stating the name of the person collecting the results on a student's behalf. The person collecting the results must bring photo ID e.g. passport, driving license etc.

Emailing Results

If you wish for the results to be emailed the student must personally complete the form on our website and hand it into the exams office.

Posting Results

If you do not attend on the day your statement of results will be posted to the address, we have on our records. Any change of address should be notified through the official change in details process. The school does not take any responsibility for results information sent out to addresses where this process has not been followed.

Under NO circumstances will examination results be issued over the telephone, or text,

Reviews of Marking (RoMs):

The awarding bodies offer the option of having a review of marking, at a fee, if a candidate or member of teaching staff is unhappy with the marks awarded. There is a choice of two different types of RoRs; these are:

- Clerical re-check (Service 1)
- Review of marking (Service 2)

Both services require written consent from the **candidate** (not a parent/carer).

A clerical check is simply when the relevant awarding body checks that all parts of the script have been marked; the totalling of marks and the recording of marks.

A review of marking is a post-results review by a senior examiner of the original marking to ensure that the agreed mark scheme has been applied correctly. This also includes a clerical re-check. **The paper is NOT re-marked.**

If you are not satisfied with the grade, you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and not often effective. Therefore, it is important to consider the following:

- Are you close to the grade boundary?

Mark reviews usually only alter a grade by a few marks if any at all. If you are very close to a higher-grade boundary a review of marking may be worth considering. Speak to your Teacher for advice if you are unsure.

- Your grade can go down as well as up

A review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a marking review.

- Cost

RoMs are very expensive, and the likelihood is that your grade will not change.

If you want to request a RoM then you must download the relevant form from the Exams Information page on the school website and return it via e-mail by the appropriate deadline. **The form must be completed by the candidate.**



Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Seating Plans:

Seating plans for each exam identifying which students are in each exam room will be displayed outside each exam room.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Office immediately if you feel that you may have been affected by a circumstance beyond your control.

Start of the Exam:

Candidates are under formal examination conditions from the moment they enter the exam room. **You MUST NOT talk to, attempt to communicate with or disturb other candidates in any way whilst in the exam room.**

The invigilator will announce clearly to you when you may complete the details on your answer booklet. **You MUST NOT write anything on your answer booklet before being told to do so.**

Statements of Entry:

Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations
- b) all of your personal details are correct, in particular with regards to spelling, as this is the information that will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

Student Candidate Card:

This is on your desk and displays your, candidate (exam) number and name. **Please do not remove or deface your student card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

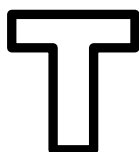
Supervision:

If you are required to go into supervision over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the dining hall. **Mobile telephones, pagers and electronic devices are not allowed into any supervision room and will be taken off you at the start of the first examination.**

You will be supervised immediately after your first examination. In supervision, you may revise for your next examination or talk quietly with fellow Students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

Study Leave:

There is no fixed period of study leave during the summer. Students will be expected in class until exams and all revision classes are finished.



Times:



Unless otherwise stated, all examinations commence at **9.00 am** (morning papers) and **1.30 pm** (afternoon papers).

YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 10 MINUTES BEFORE THE PUBLISHED STARTING TIME.

Timetables:

You will be given your individual timetable for Summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams and Data Office immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash. Sometimes we need to start the afternoon exams slightly earlier due to the exam length. It is your responsibility to check the start time for all your exams.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE.

IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS AND DATA OFFICE IMMEDIATELY.

Toilet breaks:

Students are not permitted to leave the examination room to use the toilet, unless they have a medical reason to do so.



UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

Uniform:

Students must wear full School uniform to all exams. Failure to wear full and correct uniform will result in you not being allowed into your exam.



Valuables:

Students must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) at home or in their bags in their lockers. All Hallows takes no responsibility for valuables that go missing should a student chose to bring them into school during exams.



Warning:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes **any form of communication** between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive. **(See Cheating, Malpractice, Penalties and Plagiarism)**

Watches:

Following the invigilator's announcement, any mobile phones, watches, or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a School laptop/word processor that has had spell check/grammar removed as a condition of the JCQ Adjustments for Students with Disabilities and Learning Difficulties Regulations. Please remember to insert your name and candidate number onto the page header. Once your work is completed, please wait for assistance with printing. You will be asked by the invigilator to confirm that the work is yours.

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days. Food will be available to purchase from 8am in the canteen. Remember to bring a bottle of water into the exam with you so that you do not become dehydrated. A banana eaten half an hour before the start of an exam can boost your concentration levels. See also Food and Drink:

X

X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.

Z

Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; a zero mark is awarded for the unit in question when a student is suspected of Malpractice.

Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
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://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

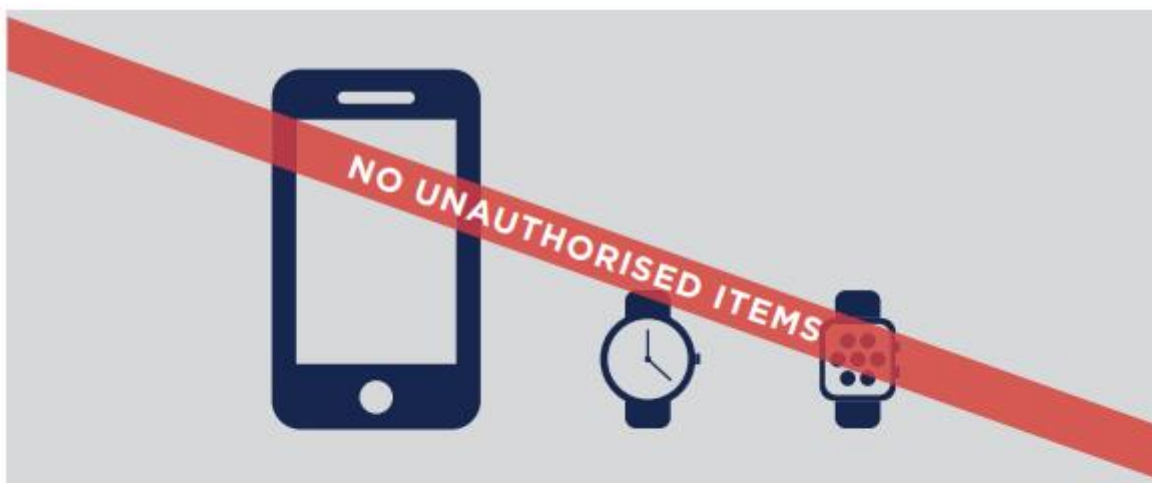
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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.

Appendix 4

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.

Appendix 5

Information for candidates for written examinations – effective from 1 September 2024

 AQA <small>Questions matter</small>	 City & Guilds <small>City & Guilds</small>	 CCEA <small>Rewarding Learning</small>	 OCR <small>Oxford Cambridge and RSA</small>	 Pearson	 WJEC <small>wjec cbac</small>
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	You must not take into the exam room: a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Information for candidates

Non-examination assessments

Effective from 1 September 2024

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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Information for candidates

Coursework assessments

Effective from 1 September 2024

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

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

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

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

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

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

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK


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.

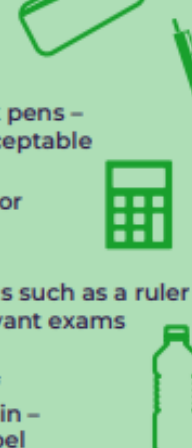
Before sitting your exams, ensure you know:

- 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