

RE: Exam Protocol and Guidance from JCQ Reminder

Dear students and parents,

We are contacting you to wish you the very best of luck in your upcoming external examinations. We know that you have been thoroughly prepared with mock examinations and assessments as well as much input from your teachers. You have worked so very hard with great commitment, determination and dedication.

We have attached to this email the JCQ guidance for students which you should read before you take your examinations to make sure you are completely clear about the rules – especially regarding mobile phones and watches.

In addition, JCQ have provided guidance about what to do in case you are ill with covid-19 during the examination period. The main information is copied below (and we have also attached the FAQs about special consideration):

JCQ has provided supplementary guidance in the context of the June 2022 examination series and the UK Health Security Agency's Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

*If a candidate has tested positive for COVID-19 or is unwell with relevant symptoms, UKHSA guidance is clear that he/she should stay at home. **The candidate should not attend examinations for the time period recommended by UKHSA.** This is 3 days for children and young people who are 18 years old and under, or 5 days for adults 19 and over. UKHSA guidance covers what to do if someone has symptoms of a respiratory infection at the end of this period.*

Please contact the school immediately if your child has to remain at home during an examination(s). We would then make an application for special consideration following the JCQ guidance on the special consideration process.

If you have any questions, please do not hesitate to contact the school office who will forward your enquiry to the most appropriate member of staff



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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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 subjects.
- 4 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1** Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2** If you arrive late for an exam, report to the invigilator running the exam.
- 3** If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4** Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5** You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

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



Joint Council for
Qualifications^{CIC}

FAQs – special consideration, June 2022 series

First published April 2022

For the attention of heads of centre,
senior leaders and examination officers in England

Produced on behalf of:



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1 What measures have been put in place to ensure that candidates can sit their timetabled assessments?

A range of measures have been put in place this summer to support candidates taking GCE AS, A-level and GCSE examinations. These measures include:

- advance information on the focus of examinations for most subjects to help candidates revise
- provision of support materials for some examinations (formulae and equation sheets)
- changes to non-examination assessment and fieldwork requirements in some subjects
- optional content in some GCSE specifications
- generous grading in comparison to the June 2019 examination series, providing a safety net for this summer's candidates
- a minimum of ten days between the first and last examination in each GCE AS, A-level and GCSE specification. This will reduce the chance of a candidate missing all examinations in a subject.

The JCQ awarding bodies providing other general and vocational qualifications have also put a range of measures in place to support candidates taking examinations and assessments this summer. The relevant awarding bodies will have published these measures.

2 What is special consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. There are two categories of special consideration:

- for a candidate, who on the day of their examination/non-examination assessment, is **present** for the examination/non-examination assessment **but disadvantaged**; (see section 3, page 6 of JCQ's [guidance on the special consideration process](#))
- or
- for a candidate, who on the day of their examination/non-examination assessment, is **absent** from the examination/non-examination assessment **for an acceptable reason** (see section 4, page 8 of JCQ's [guidance on the special consideration process](#)).

3 Which candidates are eligible for special consideration?

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control **at the time of the assessment**. Section 2, page 4 of JCQ's [guidance on the special consideration process](#) includes a list of such adverse circumstances as well as examples of when candidates would not be eligible for special consideration.

4 Is there additional guidance on eligibility for special consideration in the context of COVID-19?

JCQ has provided supplementary guidance for centres in England on page 17 of JCQ's **guidance on the special consideration process** in the context of the June 2022 examination series and the UK Health Security Agency's **Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19**.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

If a candidate has tested positive for COVID-19 or is unwell with relevant symptoms, UKHSA guidance is clear that he/she should stay at home. The candidate **should not** attend examinations for the time period recommended by UKHSA. This is 3 days for children and young people who are 18 years old and under, or 5 days for adults 19 and over. UKHSA guidance covers what to do if someone has symptoms of a respiratory infection at the end of this period.

5 What is the minimum requirement for a candidate to receive a grade through the special consideration process this summer?

Due to the exceptional circumstances this summer, for GCE AS, A level and GCSE qualifications offered by **AQA, Eduqas, OCR and Pearson** a grade will be awarded where eligible candidates, absent for an acceptable reason, have completed the assessment(s) for at least one whole component within the specification, even if the completed component/unit contributes less than 25% to the overall qualification.¹

6 Would a candidate who was worried about other candidates in the exam room having COVID-19, or any other illness, be eligible for special consideration?

Where a candidate chooses not to enter the exam room because he/she is concerned that other candidates may have COVID-19, or any other illness, this **would not** be an acceptable reason for missing the examination. The candidate **would not** be eligible for special consideration.

7 A candidate tests positive for COVID-19 but wants to sit their examination. What should the centre do?

If a candidate has tested positive for COVID-19 or is unwell with relevant symptoms, **UKHSA guidance** is clear that he/she should stay at home. The candidate **should not** attend examinations for the time period recommended by UKHSA. This is 3 days for children and young people who are 18 years old and under, or 5 days for adults 19 and over. UKHSA guidance covers what to do if someone has symptoms of a respiratory infection at the end of this period.

A candidate who is staying at home and avoiding contact with others, in line with the UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

Where the candidate is aged 18 or under the centre should provide him/her with Form 14 -JCQ/ME - *Self-certification for candidates who have missed an examination*. The candidate will complete the form along with their parent/carer/guardian.

¹ A candidate **cannot** receive a grade for A-level Biology, Chemistry, Geology or Physics by only completing the Practical Skills Endorsement. Similarly, a candidate **cannot** receive a grade for GCSE English Language by only completing the Spoken Language Endorsement.

Centres are advised to read Chapter 2: infection prevention and control of the UKHSA's publication Health protection in schools and other childcare facilities (updated 11 April 2022) where it states:

'If a parent or carer insists on a child with symptoms attending your setting, where they have a confirmed or suspected case of an infectious illness, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection.'

8 What evidence is required if a candidate is absent from an assessment for an acceptable reason?

The centre will make an application for special consideration if they are confident that the candidate meets the criteria as detailed in JCQ's guidance on the special consideration process.

The JCQ awarding bodies have adapted Form 14 – JCQ/ME – *Self-certification for candidates who have missed an examination* to additionally assist centres in dealing with candidates who are absent from an examination for an acceptable reason in line with the UKHSA guidance. Centres will expect parents/carers/guardians and candidates to complete the relevant sections of the form.

There is **no requirement** for a candidate to complete a COVID-19 test to provide evidence of their absence from an examination.

9 What should centre staff do if they are concerned about the reliability of the information provided by a candidate on Form 14?

Where a centre suspects the authenticity of the details provided by a candidate within Form 14, they should investigate the matter as suspected candidate malpractice using the standard JCQ policy and procedure.

If the malpractice investigation concludes that the candidate provided false information on eligibility for special consideration, the candidate's results could be withdrawn, or the candidate could be disqualified from the specific qualification, and potentially other qualifications.

10 Can candidates receive a qualification grade, via the special consideration process, if they do not complete the assessment(s) for at least one entire component/unit?

As is normal in a standard examination series, candidates are expected to complete examinations to receive a grade. Centre staff **should** wherever possible encourage candidates to attend their examinations.

A qualification award **will not** be made where none of the examinations/assessments within a specification have been completed.

Candidates will only be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control **at the time of the assessment**. The special consideration process will only apply for a candidate who on the day of their examination/non-examination assessment is:

- present for the examination/non-examination assessment but disadvantaged
- or
- absent from the examination/non-examination assessment for an acceptable reason.

Due to the exceptional circumstances this summer, for GCE AS, A level and GCSE qualifications offered by **AQA, Eduqas, OCR and Pearson** a grade will be awarded where eligible candidates have completed the assessment(s) for at least one whole component within the specification, even if the completed component/unit contributes less than 25% to the overall qualification.²

² A candidate **cannot** receive a grade for A-level Biology, Chemistry, Geology or Physics by only completing the Practical Skills Endorsement. Similarly, a candidate **cannot** receive a grade for GCSE English Language by only completing the Spoken Language Endorsement.
