



Newton Abbot College

# CANDIDATE EXAM HANDBOOK 2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
Mrs Fiona Satterley	
Date of next review	Sept 2024

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## Introduction

Newton Abbot College 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 support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Malpractice

JCQ regulations are in place and followed by Newton Abbot College:

- 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

Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice - Policies and Procedures)

Refer to relevant Information for candidates, such as social media, as example:

### **Things not to do on social media:**

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

and/or non-examination assessments and coursework, as example:

### **Research and using references**

...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.

### **Plagiarism**

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

## Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice attached at the end of this document

Refer to GR 6 and Information for candidates – Privacy Notice

## Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether or not to terminate such rights

Refer to GR 6

## Coursework assessments/non-examination assessments

Refer to Instructions for conducting non-examination assessments, (Foreword) and Information for candidates documents

The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. (GR 5.8)

## Written timetabled exams

Newton Abbot College will provide the following information to all candidates:

- Candidate statement of entry (to check that personal details and exam entries are correct) this will be emailed to you on your college email address. If this is incorrect, please advise your Tutor who will pass the information to the Exams Officer for corrections to be made
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc. This will be delivered to candidates and Parents/Carers via Email
- The JCQ information for candidates documents – written examinations, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically) and will be circulated to candidates and Parents/Carers via email with this document
- Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically) and will be circulated to candidates and Parents/Carers with this document

## Contingency sessions - Summer 2024

In the event of a major incident contingency dates are in place and students will be expected to be available for these

This year these dates are **6<sup>th</sup> June 2024, 13<sup>th</sup> June 2024, and 26<sup>th</sup> June 2024. You need to ensure you are available on these date in case they need to be used.**

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

The Exams Officer will have identified if you have a timetabled clash with any exams and will speak to you to explain how this will affect you.

JCQ guidance will be followed for each clash situation

## Where you will take your exams

Your timetable will determine the room and the seat in which you will sit your exams. This may not be the same room and/or seat for every exam so please ensure you check this before each exam.

Please raise any queries with regards to the location of a room well before the exam day with your Tutor or Exams Officer.

## What time your exams will start and finish

Newton Abbot College's Exam start times for official examinations are:

**AM: 9am**

**PM: 1pm (JCQ afternoon session start time 1.30)**

Students are expected to be outside their exam rooms a minimum of 10 minutes before the published start time.

Students are expected to remain in the exam room for the entire length of the exam however no one should be leaving the exam room within the 1<sup>st</sup> hour of the published start time.

In the event the exam is less than 1 hour or finishes before the JCQ published start time in the afternoon, candidates will be expected to remain in the room until an hour after the published start time

Please be aware that afternoon sessions may run after the college finish time of 15:05 and so you will need to ensure that you have alternative travel home if you normally catch a bus.

For mock exams we try and run the times in line with our college day. Generally, we have the following start times:

- Session 1 – 8:35
- Session 2 – 11:35
- Session 3 – 14:05

In the event you have extra time, and you have an exam in session 3, you will not be given your extra time and this will be taken into account when your subject teachers mark your papers.

## Supervision during your exams

- Exams are supervised by a team of invigilators employed by the college and trained to JCQ standards
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.

## Exam room conditions

You will be expected to line up quietly outside of your exam room. If this is inside the building, we would expect you to wait in an orderly line in silence. An invigilator or senior member of staff will meet you outside the room and provide guidance on entering the room.

As soon as you enter the room you are under strict exam guidelines and will remain silent.

Candidates must listen to and follow the instructions of the invigilator at all times both inside and outside of the exam room. Candidates must not communicate with or disturb other candidates.

Within the room there will be a board with the centre number, date, subject title, paper number and once the exam has started the invigilator will write the start and finish times.

Papers will be on the desk when you enter the room you must not touch/open or write anything on these until instructed to do so.

There will be candidate cards on your desk which will include details of your legal name to be entered on your paper and your candidate number. This card also has a photo on it so that the invigilator can ensure you are the correct person to be sitting the exam and mark you as present on the register. Please do not write on or cover these up as we require access to them at all times and will be used for every exam you are sitting.

The Lead Invigilator in the room will give out any relevant information relating to the completion of the front of the answer books (i.e first name and surname that matches their entry information, candidate number etc.) and will confirm when you can complete this.

If you require additional answer sheets, please raise your hand and an invigilator will provide you with the correct paper/insert sheet.

At the end of the exam, you will be asked to stop and close your paper, you are still under strict exam guidelines, and you must stay silent and follow the instructions of the invigilator.

## Where you will sit in the exam room

- Candidates are sat in candidate number order in a snake around the room. Those with special seating requirements will be provided with these outside of candidate number order
- Read your timetable and double check your seat number and layout on the poster outside the exam room. Invigilators are there to assist you find your seat if you are unable to do so

## How your identity is confirmed in the exam room

There will be a candidate card with a photo of you on your desk. This is so we can confirm you are the correct person to be sat at the desk and to mark your attendance to the exam

If you are a 6th former, then you will need to have your lanyard on or you will not be allowed to enter the exam room.

## What equipment you need to bring to your exams

Please ensure that you have ALL of the relevant equipment you require for the exam. For every exam you should have:

- 2 or 3 black pens
- 2 sharpened pencils
- A ruler
- A rubber

- A Highlighter for use in the question text only

If you are bringing these in a pencil case this must be clear

For Maths, Science, Geography exams you may require:

- Calculator
- Protractor

No unauthorised equipment/items should be brought into the exam room

The College will provide the exam paper and any other documents relating to the exam

The College have minimal amounts of equipment for exams and are only available in the event of a malfunction or pens running out

## Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

**10.3** Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or 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 examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

### The candidate is 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

Items specified by JCQ that should not enter the exam room are:

- *Mobile phones/Tablets*
- *Watches of any kind*



- *Airpods/Ear Buds/Headphones*

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

- Food is not permitted in the exam room unless prior agreement linked to a medical condition
- Drinks can be taken into the exam room but need to be in a see-through container with no writing/label/images on it

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

All candidates are expected to wear full school uniform including acceptable shoes

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

For exams taking place in the Daphne Colman Auditorium, bags are to be left in the changing rooms by entering from the outside doors. This will be unlocked by an invigilator at the time you are allowed to start entering the room and locked for the duration of the exam. Once the exam is finished the doors will be unlocked for you to remove your belongings.

All other rooms will have a delegated space within the room where bags/coats can be left.

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

Be aware of the **Candidate Late Arrival Policy**.

In the event you are late to an exam, the Exam Officer will be called and will speak to you before you are allowed to enter.

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

If the candidate is unwell on the day of the exam and unable to attend:

- The Candidate or Parent/Carer should call the college in the normal way. The board will be advised of the absence and a special consideration application will be made to the relevant board
- If the candidate is unwell but able to attend the exam, the exams officer needs to be made aware of this to determine if a special consideration can be applied for.
- If the candidate feels unwell during the exam, they are to alert the invigilator. They will contact the Exams officer who will assess the situation and call first aid if required. If the candidate feels well enough to continue with the examination once they have had some time out, they will return to the exam room and be given the full time remaining for them. If they are not well enough to return, Parent/Carer will be called by first aid and a special consideration will be applied for.

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

In the event the candidate has an unauthorised absence for an exam, they will be marked as absent and will receive no marks for the paper they have missed.

No Special Consideration will be application will be made

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

In the event the fire alarm sounds, remain silent and follow the instructions of the invigilator.

They will request you remain silent and remind you that you are under exam conditions and that you are to stop working and close your papers.

The invigilators will receive instructions from the Exams Officer if it is a false alarm or if a full evacuation is required.

If evacuated from the room, you will do so in silence and still remain under exam condition and no communication should take place in any way and if this happens you could be disqualified from your exam.

Once it is confirmed you can return/restart your paper you will be given the full remaining time to complete this and a special consideration application will be made for all affected.

In the event of any other emergency in the exam room you need to follow the instructions of the invigilators in the room.

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

Our DSEN team will have discussed access arrangements with you and confirm this in writing

Your timetables will show the room that you are sitting your exams in along with your finish time including any extra time allowed.

### **Results**

All information regarding collection of results will be communicated to you in the spring/summer term. Results days in 2024 are:

- GCE – 15th August 2024
- GCSE – 22nd August 2024

### **Post-results services**

- Requests for post-results services must be made through the centre
- The centre's **Access to Scripts, Reviews of Results and Appeals Procedures** need to be agreed by the Subject Lead and Headteacher before they can be applied for
- On results days if we would like to review your papers and/or make an application for review of marking, you will be asked to complete a consent form. This does not mean we will definitely make a review of marking but we will review all your score to make a decision if this is beneficial for you to do.

### **Certificates**

- Certificates are available at the end of the Autumn Term after results day
- Emails will be sent to the last email address on our system advising when they are ready to be collected. They must be collected in person from The College's reception
- If a candidate is not able to collect certificates personally, they need email [exams@nacollege.devon.sch.uk](mailto:exams@nacollege.devon.sch.uk) naming someone to be collected on their behalf.

### **Internal appeals procedure**

Please see the **Internal Appeals Procedure**.

### **Complaints policy**

Please see the **Complaints Policy** (Exams).

## JCQ Information for candidates - coursework

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

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf)



### Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf)



### **Information for candidates**

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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## 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).

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen\\_Examinations\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf)



### Information for candidates

On-screen tests

With effect from 1 September 2023

Produced on behalf of:



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## **JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed timetabled written exams.

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written\\_Examinations\\_Sep2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf)



### **Information for candidates**

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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## JCQ Information for candidates – Privacy Notice

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

[https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf)



### 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	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ceea.org.uk/legal/privacy-notice">https://ceea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about-our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about-our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

#### 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).

## JCQ Information for candidates – social media

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

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>

The infographic is set against a dark purple background. At the top left is the JCQ logo. The main title is 'Information for candidates Using social media and examinations/assessments'. On the left, there is a text block with a warning and a list of guidelines. Below this is a small photo of hands holding a smartphone. On the right, a large graphic of a tablet displays three sections of text: 'Things to do on social media', 'Things not to do on social media', and 'If you do any of the above activities, you may:'. A yellow speech bubble on the right contains a URL. A blue exclamation mark icon is placed over the 'Things not to do' section.

**Information for candidates**  
**Using social media and examinations/assessments**

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

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

**Things to do on social media:**

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

**Things not to do on social media:**

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

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

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

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



## JCQ *Unauthorised items* poster

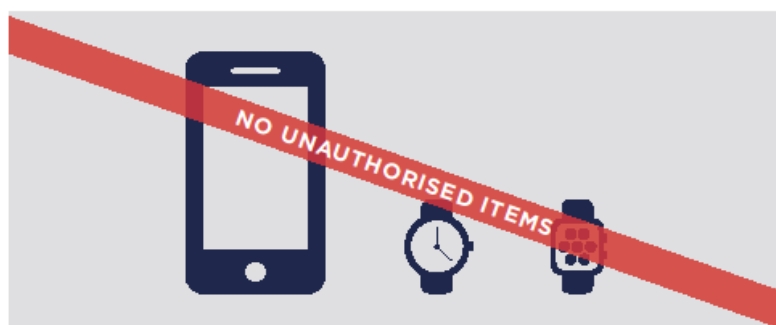
This poster will be displayed outside each exam room. You **must** note that "*Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)



## 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.

**JCQ Warning to candidates poster**

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

[https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022\\_23.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### **Warning to Candidates**

1. You **must** be on time for all your examinations.
2. **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.**

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Satterley.

If there is anything you do not understand, you should ask Mrs Satterley for clarification.



---

### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

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

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

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

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY