



Exam Information Guide

Summer 2024

Contents

	Page
Introduction	2
General Information	2
Joint Council for Qualifications (JCQ) Information for Candidates	
Non-Examined Assessment (NEA)	
Artificial Intelligence (AI)	
Exam Preparation	3
Exam Briefing	
Dates for Summer 2024	
Timetables	
Clashes	
During Exams	3
Attendance at Exams	
Equipment	
Calculators	
Prohibited Items	
Bags and Coats	
Food and Drink	
Graffiti	
Communication	
Dress Code	
Invigilators	
Instructions for each exam	
Malpractice	5
After Exams	6
Results	
Post Results Services	
Certificates	
FAQs	7
Appendix A - Student Declaration	8
Appendix B – JCQ AI Student Information	10
Appendix C – Self certification for candidates who have missed an examination due to illness	11
Appendix D – JCQ Exam Day Checklist	12
Appendix E – Unauthorised Items	13
Appendix F – Warning to Candidates	14

Introduction

This booklet has been produced to answer any queries you may have about exams. Please keep this booklet handy and familiarise yourself with its contents.

You may have already taken plenty of exams so you may have a good idea of how exams are conducted at Kings of Wessex. If any problems arise during the exam session, you should speak to the appropriate person as soon as possible:

Entry queries: Subject Teacher, Tutor or Head of House

Exam organisation: Miss Joanne Robson – Exams Officer (kingsexams@kovessex.co.uk)

Remember that, by being entered for your exams, you agree to the regulations of the exam boards. You will receive a candidate statement of entry; please check this very carefully to ensure that your personal details and entries are correct. If you have any queries, please speak to someone as soon as possible. Any last minute amendments may be charged to the student.

The following exam boards are used by Kings of Wessex School:

- AQA (Assessment & Qualifications Alliance) www.aqa.org.uk
- OCR (Oxford, Cambridge & RSA) www.ocr.org.uk
- Pearson Edexcel www.edexcel.com
- WJEC/Eduqas www.wjec.co.uk / www.eduqas.co.uk

General Information

Joint Council for Qualifications (JCQ) Information for Candidates

JCQ govern the exam processes and procedures and undertake a wide range of activities including the publishing advice, guidance and regulations on delivering examinations. Students should be aware of the following documents which are produced by the JCQ.

- Information for candidates – coursework – 2023-2024
- Information for candidates – non examination assessments 2023-2024
- Information for candidates – on-screen tests 2023-2024
- Information for candidates – written exams 2023-2024
- Information for Candidates – Privacy Notice 2022 – 2023
- Information for Candidates - Social Media 2022 - 2023

These documents can be found on the school website and also the JCQ website www.jcq.org.uk/exams-office/information-for-candidates-documents/. You must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the relevant awarding body.

Non-Examined Assessment (NEA)

NEA has replaced what was previously known as ‘coursework’. It is essentially the same process (research and/or a project based task) that students complete on their own which counts towards their final grade. The NEA needs to be students own work and they along with their teacher will be asked to authenticate the work is their own when it is submitted for marking. The NEA is marked by subject teachers at Kings of Wessex and internally moderated. The exam boards will then request a sample of work from the school and this will be moderated by them to ensure the integrity of the mark. Students can refer to information on the internet or from books, but they must list and reference their sources. Copying work and not referencing is seen as ‘plagiarism or cheating’ by the exam boards and could lead to disqualification, exam boards use sophisticated websites to check work for plagiarism.

At Kings of Wessex students will be issued with a declaration and be asked to sign to say they agree. A copy of this declaration is included at the end of this guide (Appendix A). Please read it carefully, especially the sections on referencing and plagiarism.

AI (Artificial Intelligence)

AI uses tools such as ChatGPT or Snapchat My AI to create text by learning from data from the internet, however it can make things up and be biased. If you are to use AI in an assessment and declare it as your own work this would be treated as Malpractice and the exam board would impose sanctions. Sanctions include (but are not limited to) loss of marks or even disqualification from the qualification.

If your coursework specifically allows for AI to be used you must make sure you reference your work (name of the AI tool, date generated, how it was used and include a screenshot of the questions you asked and answers generated). Please note for the vast majority of NEA units the use of AI in any context would constitute malpractice, therefore please check with your teacher before proceeding.

Exam Preparation

Exam Briefing

Miss Hopwood will hold an exam briefing before the commencement of exams. It is important that all students attend this briefing to receive the relevant information we are required to share with you.

Dates for Summer 2024

The public exams for students in Years 11, 12 and 13 will take place between Tuesday 8 May 2024 and Wednesday 26 June 2024. The final date of 26 June 2024 has been designated as a contingency day and all candidates need to remain available until this date should an exam board need to invoke its contingency plan.

Timetables

Individual candidate timetables will be issued approximately three weeks before the first exam. An overall schedule of the exams will be available on the school website once the dates have been confirmed by the awarding bodies.

Individual timetables will be printed and distributed via tutor time. We strongly suggest taking a photograph of your timetable. A copy will also be emailed to students Kings of Wessex email accounts and parents should replacement copies be required.

Please bring your timetable with you to each of your exams as it will show you when and where your exam is. This could be different to your friends and will include access arrangement including extra time or an alternative arrangement.

Students should check their individual timetable carefully and if it is not as expected, should speak to their tutor or the Exams team.

Clashes

If you have a clash of timetabled exams (two at the same time), one will be rescheduled for another time that day. We have strict rules to follow regarding when the exam has to be taken. It cannot be moved to another day and you will need to remain in exam conditions until all exams have been sat. This also means you will not have access to electronic devices. A sticker on your timetable may point out that on the day of the clash you will be supervised over lunch. If this is the case, please bring food with you to the exam as you will not be permitted to go to the canteen.

During Exams

Attendance at Exams

- Be at your exam room at least 15 minutes prior to the start time of the exam.
- You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the exam staff. Be aware that your exam venue/start time may not be the same as your friends, even if you are sitting the same exam.
- If a student arrives more than one hour late for an exam, we are required to notify the exam board. In such cases the board reserves the right not to accept the student's paper.
- Do not miss any exam without a very good reason such as serious illness or injury. If you are unable to attend an exam, then your parents must immediately telephone the school and get a message to the Exams Officer to say that you will be unable to attend. Documentary evidence must be provided using the relevant

form on the school website (a copy is also attached to this guide – Appendix C) stating the reason for absence, such as a doctor’s note. This must contain information about the date and nature of the illness.

- If you miss an exam without good reason, you may be charged the relevant entry fee.
- If your exam preparation or attendance is affected by significant life events or illness it may be possible to apply for special consideration. If you believe this may affect you, please speak to your head of house or the Exams team.

Equipment

It is your responsibility to ensure you are fully equipped for all exams you attend. Equipment must be brought in a clear plastic pencil case or bag.

- Black pen plus a spare
- Pencil plus a spare
- Pencil Sharpener
- Ruler
- Rubber
- Calculator (see note below)

You must write in black ink. Most exam papers are electronically scanned and blue ink is not picked up. You must not take anything from the exam room except your own possessions – it is an offence to remove exam materials. You can not borrow items from another candidate during the exam.

Calculators

You may use a calculator in your exams unless you are told otherwise. If you use a calculator you need to ensure:

- it works properly
- clear anything stored in the memory
- remove any cases, lids or covers before entering the exam room

Prohibited Items

You must not bring notes, mobile phones, any watch (analogue/digital/smart) or other electronic storage devices into an exam. If any of these items are found in your possession during an exam, even if it is turned off, it will be taken from you and a report made to the appropriate exam board. No exceptions can be made, even if you do not intend to use it. You will be subject to a penalty and could be disqualified from that exam and any other exams.

Bags and Coats

Bags and coats are not allowed alongside students in the exam room as they may contain prohibited materials. If you have a locker, it is suggested that you lock your belongings away before the exam commences. For exams taking place in the Sports Hall, the PE changing rooms will be available for you to leave your belongings in. In the school gym a designated area has been created for students’ belongings. If your exam is taking place in a classroom the invigilator will advise you where to leave your belongings – normally at the front of the room. If you have any valuables, you can hand them into the main reception before your exam for safe keeping or hand to an invigilator prior to taking your seat.

Food and Drink

You are allowed to bring a clear bottle of still water into the exam room, and the label must be removed. Metal reusable bottles are not permitted. You are NOT permitted to bring in any other food or drink.

Graffiti

Do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage and clean the desk. Do not graffiti or write offensive comments on exam papers. If you do, the exam board may refuse to accept your paper.

Communication

You must not communicate in any way with other students in the exam room at any time for any reason. If an invigilator believes you are communicating, this will be reported to the exam board and the board may decide to reduce your marks or disqualify you from any exams that you are sitting.

If you have a query or problem that is unrelated to the paper content, you should put your hand up and wait for an invigilator to see you.

If you require additional paper, put your hand up well in advance of running out of space.

If you urgently need to leave the exam room to go to the toilet, you will be escorted by a member of staff. If you leave unaccompanied before the exam has finished you will not be allowed to return.

At all other times you must sit quietly and face the front.

Dress Code

Students in years 9 – 11 must attend exams in full correct school uniform – hoodies are not permitted. Please check your blazer pockets for any prohibited items, especially notes that may have been in there for some time! Students in Sixth Form should be appropriately dressed in line with school guidelines. The school reserves the right to refuse any student admission to an exam if they are not dressed appropriately.

No writing must be present on any body part, including hands and arms.

Invigilators

The school employ invigilators to deliver our examinations. Students are expected to respect them in the same way as any other member of staff. Any disruptive or unacceptable behaviour will be reported to the Exams Office and dealt with by a member of senior staff.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and exam boards.

Instructions for each exam

- Know your candidate number. It will never change during your time at Kings of Wessex. It can be found on the top right of your printed individual timetable.
- Each desk has a seat number. You must sit at the correct desk. Check your timetable for the correct seat number before each exam. Seating plans are also displayed outside each exam venue.
- Listen carefully to the instructions and notices read out by the invigilators as there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper. Check the subject, paper and tier of entry. If you believe there is a mistake raise your hand and speak to an invigilator. Read all instructions carefully and number your answers clearly.
- Do not start writing anything until you are instructed to by the invigilator.
- Make sure you complete all details clearly on the front of each answer book and any additional sheets. Use your legal names so that the exam boards can link you to your exam paper.
- Any rough work will need to be completed on exam stationary and handed in with your answer booklet. Cross through any rough workings so that the person marking your paper is clear it is not your answer.
- You are not allowed to leave the exam room until the end of the exam, so do not ask! If you are satisfied that you have finished and checked everything, remain seated and facing the front.
- At the end of the exam all work must be handed in. If you have used more than one answer book or additional sheets of paper, ask for a tag to fasten them together in the correct order.
- Do not take from the exam room any stationary. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.
- When your exam has finished and all papers have been collected in, you will be told when you can leave the exam room. You must remain in silence as you leave as you are still under exam conditions.
- If a stranger enters the exam room it will probably be an inspector from one of the exam boards. They will not communicate with you or stop the exam. Continue as if they are not there.

Malpractice

What is Malpractice?

To maintain the integrity of qualifications, strict regulations are in place directed by JCQ and exam boards. 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 states that the following are what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Outcomes of malpractice investigations include but are not limited to:

- Written warning
- Loss of marks
- Disqualification from qualification
- Disqualification from all qualifications

After Exams

Results

Results are due to be published on:

- Thursday 15 August 2024 for AS and A Levels
- Thursday 22 August 2024 for GCSEs

Students will be invited into the Academy to collect their results envelopes. Further information regarding results days will be communicated separately.

If you are not able to attend, you can ask for your results to be posted to you. Please provide a large addressed A4 envelope with correct postage to the Exams Office before the end of term. Please note these will be posted on the results days and therefore you will receive them after the dates stated above.

Alternatively, you can ask for someone else to collect your results from the Academy on the above dates on your behalf. They will need to bring a physical signed letter (which we will retain) from yourself giving permission. This can also be handed into the Exams Office before the end of the Summer term.

The Academy will not issue results by phone, e-mail or text.

Post Results Services

There are a number of post results services available, including copies of scripts and review of marking. There are strict deadlines for these services and students or parents will normally be expected to meet the cost of these. Information about these services will be communicated separately.

Certificates

Kings of Wessex should receive the exam certificates for Summer 2024 exams from exam boards during November 2024. Students still attending the Academy will be handed their certificates during tutor time and asked to sign for them. Students who have left the Academy will receive a letter informing them when and how the certificates can be collected.

Exam centres are only obliged to retain certificates for one year from issue. You should be aware that after this time you will need to request a replacement statement/certificate from the individual exam boards and a charge will be made by them for this service.

Frequently Asked Questions

What if...

I have forgotten my candidate number?

It will be displayed on the seating plan outside the room before you go in. You can also raise your hand and an invigilator may be able to assist you with it.

I have forgotten the centre number?

Kings of Wessex Academy centre number is 63409. You do not need to memorise this as it will be clearly displayed in each exam room.

I haven't got an exam timetable but everyone else has?

Check with your tutor. Timetables are also emailed to your Kings of Wessex email account and to parents. Your timetable is personal to you so do not just turn up to what your friend is doing.

I have an appointment on the same day as an exam?

You will need to change the appointment! Exams have to happen on the date and time specified by the exam board.

If I miss the exam can I take it at another time?

No – the exams have to be sat at the date and time issued on your candidate timetable.

I arrive late for my exam?

Report to school reception to sign in and a member of staff will escort you to an exam venue to take your exam. You will still be given the full time for your exam. You should be aware that if you arrive more than one hour after the official start time we will have to report this to the exam board and they may not accept your exam paper.

The fire alarm sounds?

You will be instructed by the invigilator to stop writing, close your exam paper and answer booklet. You will remain seated and in silence. If you are instructed to evacuate the room you must do so in silence and follow the instructions of the invigilator. Once you are re-seated, the exam will restart and you will be given the full working time set for the examination. A report will then be made to the exam board for them to make reasonable adjustments, if required.

I feel ill during an exam?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you.

Can I leave the exam to go to the toilet?

It is expected that students are able to complete an exam session without needing to leave the room. However, should it be required you will be escorted by an invigilator to the toilet area. During this time, you will not be able to access any prohibited materials and will remain in exam conditions.

Can I leave the room when I finish?

No – school policy is that all candidates remain in the room until the end of their exam to minimise disruption to others.

I need special consideration?

The school can request special consideration in exceptional circumstances. Please talk to your teacher, tutor, Head of House or the Exams Officer for information or advice.

Appendix A - Student Declaration

Kings of Wessex Academy Student Declaration 2023/24

First name		Last name	
Tutor Group			

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

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 on-line solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.
- You must not write inappropriate, offensive or obscene material.
- Do not share details of any assessment materials or non-examined assessment questions, including online or through social media.

Research and using references

- 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'*
- 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.
- 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.

- 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.
- 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 or ideas 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 or ideas 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

Signed		Date	
--------	--	------	--




AI and Assessments

A quick guide for students



What is AI?


- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased





How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



- 1 Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 Declare it's all your own work**

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

Appendix C – Self certification for candidates who have missed an examination due to illness

Centre No	63409	Centre	Kings of Wessex Academy Cheddar
-----------	-------	--------	---------------------------------

Candidate No		Candidate Name	
Date of Exam		Subject	

Procedure

The parent/guardian/carer must complete Part A and the candidate completes Part B. Electronic signatures are not permissible. All parties must sign the relevant section of the form by hand.

PART A - To be completed by parent/guardian/carer

I contacted the school/college (e-mail, telephone) on the day of (or the day prior to) the examination to say that my son/daughter/ward was too ill to sit an examination Yes No

I contacted a medical professional regarding the symptoms, as below, and received advice (Awarding bodies do not require medical notes/certificates) Yes No

The symptoms were:

Declaration by parent/guardian/carer

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

Name (please print) _____ Date _____

Signature _____

PART B - Declaration by candidate – to be completed by the candidate

I felt too ill to attend my examination.

I understand that my results can be withdrawn or I can be disqualified if I claim to be ill when I was not.

Name (please print) _____ Date _____

Signature _____

Please return this form in hard copy to the academy office for the attention of the exams officer.
A separate form will need to be completed for each exam missed each day.

To be completed by Head of Centre/Exams Office

Date Form Received	
Any further action required	
Name (Please print)	
Signature	

Appendix D – JCQ Exam Day Checklist




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.

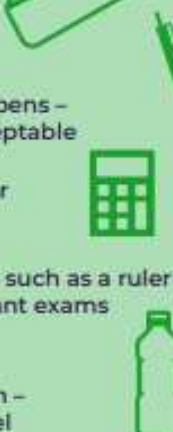
Before sitting your exams, ensure you know:

- 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

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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

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.

Effective from 1 September 2022