

# CANDIDATE DECLARATION/CONFIRMATION FORM

## Regulations concerning the conduct of examinations and assessments

I confirm that prior to my assessments and/or examinations taking place:

- (Regulation 5.8a) I have been notified of my examination entries and the dates and times of my examinations/assessments
- (Regulation 5.8c) I have accessed the JCQ *Information for candidates documents* as they relate to the qualifications I am taking prior to my assessments and/or examinations taking place:
- (Tick all of the boxes that apply)  Coursework (2023-24)  Non-examination assessments (2023-24)
- On-screen tests (2023-24)  Social media  Written exams (2023-24)
- (Regulation 5.8c) I am aware of the content of the JCQ *Unauthorised items* and *Warning to candidates* posters

## Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

(Regulation 6.3) Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.

Examples of what constitutes malpractice include:

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid the copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

## Personal data

The JCQ information for candidates document – (Privacy notice) *Information About You and How We Use It* explains how awarding bodies collect information about examination candidates and how the information is used.

- (Regulation 6.2) I confirm this notice has been brought to my attention
- (Regulation 5.8d, 6.7) I understand my personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000

## Copyright

(Regulation 6.14-15) The copyright of any work created by candidates that is submitted to an awarding body for assessment (referred to as **Assessment Materials**) belongs to the candidate. By submitting this work candidates are 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.

**By signing here I am declaring I have read and understand the regulations concerning the conduct of examinations and assessments and the consequences of committing malpractice**

Candidate Signature:

Date of signature: