



# WESTON FAVELL ACADEMY

## Information For Examination Candidates And Parents

**Centre Number: 27248**

**2022 2023**

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## **INTRODUCTION**

It is the aim of Weston Favell Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your son/daughter. Please read it carefully and show it to your son/daughter so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Weston Favell Academy is required to follow them precisely. You should therefore, pay particular attention to the notices for Candidates printed on the following pages.

Some of the questions you may have are answered at the back of this booklet.

If there is anything you do not understand or any question that has not been addressed, please ask.

All examination processes at WFA are run through the exams office. The key staff are:

Lynne Freeland – Examinations Manager

Juby Neal – Examinations Assistant

Kathryn Murphy – Vice Principal, Raising Achievement

If you or your son/daughter have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Manager on 01604 402121, #5676.

## **POLICIES AND PROCEDURES**

Examination policies relating to appeals, complaints, access arrangements, disability, data protection and safeguarding can be found on the Weston Favell Academy website.

## **JOINT COUNCIL FOR QUALIFICATIONS (JCQ)**

JCQ oversee all exam boards and produce several important Information for Candidates notices about written and on-line exams, coursework and use of social media that you should read and fully understand, please click [here](#) to view documents.

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.

**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 wear 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.

**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.

**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.

**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 for rough work.

**Advice and assistance**

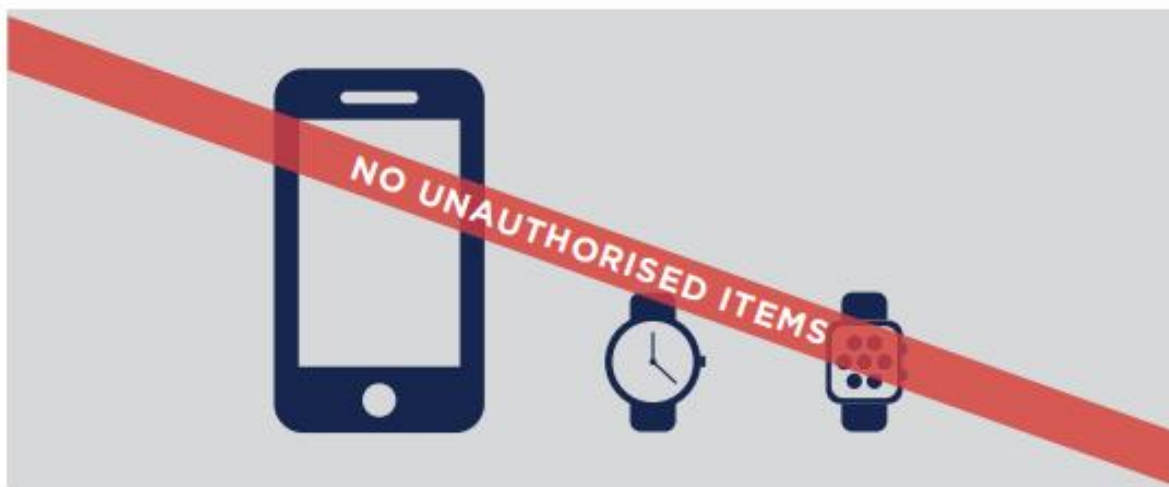
1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
  - a) you have a problem and are in doubt about what you should do.
  - b) you do not feel well.
  - c) you need more paper.
3. You must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

**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.

## 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.



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

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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.

## **BEFORE THE EXAMINATIONS**

### **EXAM BOARDS**

The school uses the following examination boards:

- AQA – [www.aqa.org.uk](http://www.aqa.org.uk)
- OCR – [www.ocr.org.uk](http://www.ocr.org.uk)
- WJEC – [www.wjec.co.uk](http://www.wjec.co.uk)
- Pearson/Edexcel – <https://qualifications.pearson.com>
- LIBF – [www.libf.ac.uk](http://www.libf.ac.uk)

### **PERSONAL DATA**

- Personal data relating to pupils including name, date of birth, gender and candidate numbers are sent to the awarding bodies when exam entries or registrations are processed. This data will be processed in accordance with the guidance laid down in the General Data Protection Regulation (GDPR).

### **CANDIDATE NUMBER**

- Each candidate has a four-digit number which will be shown on their exam timetable and name place card. This is the number that will be entered on examination papers.

### **CENTRE NUMBER**

- Every centre has its own unique identifier which must be entered on all exam work. The centre number for Weston Favell Academy is 27248.

### **TIMETABLES**

- Each candidate will receive an individual timetable showing their own specific examinations with details of date, time, tier of entry and duration of exam, venue and seat number. The candidate needs to check this carefully. If they think something is wrong they need to speak to the Examinations Manager immediately.
- The candidate must check everything on their timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult/expensive to change them once certificates are awarded.
- A few candidates may have a clash where two subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. We will write to them with details explaining the clash and how it is to be managed. Your son/daughter must check their individual timetable.

### **CONTACT NUMBERS**

- Please check that we have at least one up-to-date contact number for you.

## EQUIPMENT

- Please make sure your son/daughter has all the correct equipment before the examination. Check the regulations in the Information for Candidates notice and the information on the following pages.
- All examinations require candidates to use a black pen (gel pens are not permitted). Students may use highlighters on their question papers only and not within their answers. Correction fluid is not allowed in exams.

## INTERNAL ASSESSMENT

- Some subjects have internally assessed units that are marked within the Academy and form part of the students' overall work and grade. Marks will be issued to students by the given deadline date and students have the right to request more information or appeal the mark awarded. External moderators check the marks awarded across all schools and academies to ensure consistency.

## 2022 – 2023 EXAMINATION TIMETABLE

- The 2022 – 2023 provisional examination timetable can be found on the WFA website under the parents' tab and then Examinations. Morning exams generally start at 9:00am and afternoon exams at 13:30 however, candidates are advised to arrive 20 minutes before these times. Please do check the personalised timetables as these start times are sometimes altered. Some afternoon exams may finish after the school day has finished, this is unavoidable as the exam boards set the exam sessions and these must be strictly adhered to.

## SUMMER 2023 KEY EXAM DATES

Dates provided by JCQ/exam boards and maybe subject to change:

GCSE / GCE A Level Exams Start	12 <sup>th</sup> May 2023
GCSE Exams End	21 <sup>st</sup> June 2023
GCE A Level Exams End	23 <sup>rd</sup> June 2023
Exams Contingency days	8 <sup>th</sup> & 28 <sup>th</sup> June 2023
GCE AS/A Level Results Available	17 <sup>th</sup> August 2023
GCSE Results Available	24 <sup>th</sup> August 2023
Certificates Available	End of November 2022



## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to **disqualification from all subjects**. The Academy must report any breach of regulations to the Awarding Body.

## **IF YOU MISS AN EXAM YOU CANNOT SIT IT AT A LATER TIME OR DATE**

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time, properly dressed and equipped. Candidates must arrive at least 15 minutes prior to the start time of their examination. They must wait quietly in the designated area until invited to enter by the Examinations Manager or the Senior Leadership Team.
- Exam candidates are under formal examination conditions as they enter the examination room and must be in silence from the point of entry into the room.
- Candidates who arrive late for an examination may still be admitted, but may not receive any additional time. If special circumstances apply then they must speak to the Examinations Manager (see absence from examinations) before or just after their exam.
- Exam candidates in years 10 and 11 are seated in the same seat in the same room for the majority of their exams and this seat is allocated for the first mock exam session through to completion of year 11 exams. Sixth form exam candidates generally sit their exams in the Falcon Suite, by subject.
- Full Academy Uniform must be worn by all students attending the Academy for examinations.
- Watches must not be brought into the exam room, this includes smartwatches or web enabled watches/fitbits or similar devices.
- Do not attempt to communicate with or distract other candidates.
- Exam Board regulations state that no unauthorised materials or equipment may be taken into exam rooms (e.g. notes, calculator cases/instruction leaflets, bags, coats, mobile phones, iPod's, MP3 player, watches, books, food etc). Students will have a designated area to store belongings whilst they are taking their exams. However, the Academy cannot accept responsibility for any loss of personal belongings and therefore students are advised not to bring anything of value especially mobile phones, watches, web enabled devices, etc. to the Academy during the exam period.

- **MOBILE PHONES AND WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or potential technological/web enabled source of information including airpods) is found in the candidate's possession during an examination (even if it is turned off, or not used) it will be confiscated, and a report made to the appropriate exam board. No exceptions can be made. The usual consequence given by the exam boards is to be given no marks for that exam.
- No food is allowed in the examinations rooms. Candidates may bring water but it must be in a clear bottle without a label.
- Please advise your son/daughter that they are not to write on or deface the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Please advise your son/daughter not to draw graffiti or write offensive comments on the examination papers – if this happens the examination board may refuse to accept the paper.
- Candidates must listen carefully to the instructions and notices read out by the Invigilators – there may be amendments to the exam paper that they need to know about.
- Candidates must check that they have the correct question paper – check the subject, paper and tier of entry.
- Candidates must read all of the instructions carefully and number their answers clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam. It is Academy policy that candidates will not be allowed to leave an examination room early. If a student has finished the paper they must use any time remaining to check over their answers and that they have completed their details correctly.
- At the end of the examination all work must be handed in – candidates must remember to cross out any rough work. If they have used more than one answer book or loose sheets of paper, they must write their details on each sheet and place them in the correct order inside their answer booklet.
- Invigilators will collect the exam papers before the candidates leave the room. Absolute silence must be maintained during this time. Candidates must remember they are all still under examination conditions until they have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Candidates must remain seated until told to leave the examination room. Candidates must be reminded to leave the room in silence and show consideration for those candidates who may still be working.
- If the **fire alarm** sounds during an examination the invigilators will tell all candidates what to do. If they must evacuate the room they will be asked to leave **in silence** and will be escorted to a designated assembly point. Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation. When they return to the exam room candidates must not start writing until the invigilator tells them to. All candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident, requesting special consideration for the students.

## **EQUIPMENT**

- All candidates should bring **black** pens, pencils, a rubber and a ruler to every exam in a clear pencil case or bag. Candidates must not use correcting pens, fluid or tape, highlighters or gel pens in answers. Pencils should be used for graphs and diagrams only unless otherwise directed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with the subject teacher. Remove any covers or instructions and make sure batteries are new. Specialist maths equipment (for example compass and protractor) should be brought to each relevant exam.

## **INVIGILATORS**

- The Academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.
- Subject specialist teachers will normally be present in the holding room prior to the examination only and must not enter the exam room.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will check the identity of the candidates, distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with your son/daughter or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the examinations team and taken to discuss their behaviour with the Senior Leadership Team. A report may be made to the exam board.

## **MALPRACTICE**

- Malpractice means any act or practice which is in breach of the regulations. Every incident will be recorded, investigated and (where appropriate) reported to the exam board and Senior Leadership team.

## **ABSENCE FROM EXAMINATIONS**

- If your son/daughter experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the Academy at the earliest possible opportunity so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Manager without delay.

- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including internal assessments) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

**PARENTS AND CANDIDATES ARE REMINDED THAT THE ACADEMY WILL REQUIRE PAYMENT OF ENTRY FEES SHOULD A CANDIDATE FAIL TO ATTEND AN EXAMINATION WITHOUT INFORMING THE ACADEMY OR WITHOUT GOOD REASON. PLEASE SUPPLY A DOCTORS OR MEDICAL NOTE TO SUPPORT THE APPLICATION TO THE EXAM BOARD FOR 'SPECIAL CONSIDERATION' OR COMPLETE A JCQ ABSENCE FORM IN THE CASE OF ILLNESS.**  
[https://www.jcq.org.uk/wp-content/uploads/2020/09/Form-14\\_Self-Certification-Form.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/Form-14_Self-Certification-Form.pdf)

## Exams Contingency Days

The Joint Council for Qualifications (JCQ) and the exam boards have introduced exam contingency days each year. The exam contingency days will be arranged for all GCSE/GCE examinations across the country, should sustained national or local disruption arise during the summer 2023 exams. Therefore, in the event of a major disruption JCQ and/or the relevant awarding bodies may decide to postpone an exam(s) to another date. This means that students sitting exams in May and June 2023 must be available until after the contingency day to sit any re-arranged exams. Exam contingency days are 8<sup>th</sup> and 28<sup>th</sup> June 2023.

### AFTER THE EXAMINATIONS

#### NOTIFICATION OF RESULTS

- Results for coursework units will be distributed to candidates by their form tutors on the day of publication.
- Results from the main summer exams will be available for collection by pupils in August (please see page 9 for dates). Year 11 and 13 results are available for collection from 9am year 10 and 12 for collection from 10am. Pupils who are unable to collect results should provide us with an A4 named, stamped addressed envelope in order that results can be posted to you, or provide a letter, written and signed by the Student, naming the person who is collecting the results on their behalf. This person should bring a copy of the authorisation letter and a form of photographic ID confirming their identity.

**Results will not be given out over the telephone, emailed or given to “friends” under any circumstances.**

## POST RESULTS

- Students may request in writing a review of marking or copy of their script for a given paper and/or subject. Exam Board fees must be paid in full before processing such applications. Heads of Department/Senior Leaders may request students signatures to make an enquiry about a result on the students behalf if in the academies/students interest.

## RESIT REQUESTS

- There are opportunities to resit exams in some vocational subjects included in the course content. However, if you wish to resit a subject for your own benefit then there is a form together with a fees list available from the Examinations Manager.
- Please be aware that the resit request form will include a 'return by' date and any resit requests received after this date will incur the exam board's late fee (double unit fee).

## CERTIFICATES

- Certificates are available for collection from the end of November following the final exams in the summer season. Students will be required to sign for certificates and must produce photographic identification.
- The Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they are advised to contact the Examinations Manager for advice and assistance in obtaining certificates. Exam boards charge a fee for duplicate certificates.
- **STUDENTS ARE THEREFORE URGED TO COLLECT THEIR CERTIFICATES FROM THE ACADEMY AND KEEP THEM SAFELY.**

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do we do if there's a clash on my son/daughters timetable?**

- The Academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. The correct times should be on your son/daughters individual candidate timetable. It may be necessary for them to bring a packed lunch if they have exams in the morning and afternoon as they will have to remain in isolation until both examinations are completed.

### **Q. What does my son/daughter do if they think they have the wrong paper?**

- Invigilators will ask them to check before the exam starts. If they think something is wrong, they need to put their hand up and tell the invigilator immediately.

### **Q. What do we do if my son/daughter has an accident or is ill before the exam?**

- Inform the Academy at the earliest opportunity so we can help or advise you. In the case of an accident that means they are unable to write it may be possible to provide them with a scribe to write their answers or a word-processor for them to type their answers. You will need to obtain medical evidence (from their GP, CAHMS or hospital) if you wish the Academy to make an appeal for special consideration on their behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of internal assessments is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Examination Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What does my son/daughter do if they feel ill during the exam?**

- They must put their hand up and an Invigilator will assist them. They should inform an Invigilator if they feel ill before or during an exam and they feel this may have affected their performance.

### **Q. If my son/daughter is late; can they still sit the examination?**

- Provided they are not more than 1 hour late, it may still be possible for them to sit the examination. They should get to the Academy as quickly as possible and report to the Examinations Manager. They must not enter an examination room without permission after an examination has begun. It may not be possible to allow them their full exam time if they start the examination late.

They should also be aware that if they start the exam more than 30 minutes after the published starting time, the Academy must inform the exam board and it is possible that the Board may decide not to accept/mark their work. Please ensure that they allow enough time to get to the Academy so that if they are delayed (e.g. through transport problems) they will still arrive on time.

**Q. If my son/daughter misses the examination can they take it on another day?**

- NO! Timetables are regulated by the exam boards and they must attend on the given date and time, there are no exceptions to this rule. You will be charged entry fees if an exam is missed without a good reason or you have not informed the Academy that the student will be absent.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated area.
- The Academy does not accept responsibility for any items in the designated area so they are advised not to bring any valuables into the Academy with them when they attend an examination.
- No food is allowed in the exam room. Candidates may bring water in a clear bottle without a label.
- Mobile phones, watches or internet enabled devices must not be brought into the exam room even if they are turned off.

**Q. How do you know how long the exam is?**

- The length of the examination is shown in minutes on the candidate's individual timetable under the heading 'duration'. Invigilators will tell students when to start and finish the exam. The invigilators will write the finish time of the exam on a board at the front of the exam room and will provide a five minute warning before the end of the exam.
- The Academy may arrange for some candidates with special educational needs to have extra time to complete the examination. This will be detailed on their individual exam timetable.
- There will be a clock in all the examinations rooms.

**Q. Can my son/daughter leave the exam early?**

- It is a requirement of the exam boards that all candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the Academy's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the Invigilators.

**Q. Can my son/daughter go to the toilet during the exam?**

- If it is absolutely necessary. They will be escorted by an invigilator.

**Q. Why do we need to check the details on the Exam Timetables?**

- The details on your examination timetable will be used during the exam to give out exam papers and is used when exam certificates are printed. If the name or date of birth on the exam certificates does not match your birth certificate it could cause your son/daughter problems if they are asked to show their exam certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry they are entered for are correct and that no subjects are missing.

**Q. What should we do if my son/daughter loses their exam timetable?**

- Candidates are provided a hard copy of their personalised exam timetable and parents are sent an electronic copy of the timetable. Candidates are encouraged to take a photo of their exam timetable on their phone. They may request duplicate copies of individual timetables from their form tutor. These will then be printed and issued to form tutors for distribution.

**Q. What do I do if I don't get the grades I need?**

- Members of the Senior Leadership Team, Head of 6<sup>th</sup> Form and subject teams will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about results request, you should consult your teacher/subject leader to obtain their advice as to the advisability of requesting a review of marking. Forms are provided in your results envelope in August. Please be aware that results/marks/grades can go up, down or remain the same but are changed irrevocably with a review or marking. The exam boards charge for this service and these costs may be passed onto candidates/parents.

**Q. Do the exams scripts I've completed belong to me?**

- The exams scripts belong to the candidate and the exam board are granted a non-exclusive royalty free licence to use the assessment material upon receipt.