

# 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 (2024-2025) ☐ Non-examination assessments (2024-2025)
- ☐ On-screen tests (2024-2025) ☐ Social media (2024) ☐ Written exams (2024-2025)
- ☐ (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 third party sources (including the internet and AI tools); incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

## Personal data

- ☐ (Regulation 5.8d, 6.6) I understand my relevant 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
- ☐ (Regulation 6.8) I understand how any materials I submit for assessment ('Student Materials') to the awarding bodies are used and if I require further information, I can refer to the relevant awarding body's privacy notice

## Copyright

(Regulation 6.14) I understand that I may access Student Materials (including examination scripts) through the access to scripts arrangements

**By signing here I am declaring I have read and understand the regulations concerning the conduct of examinations and assessments, I understand what constitutes malpractice (and what AI misuse is) and the consequences of committing malpractice:**

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY