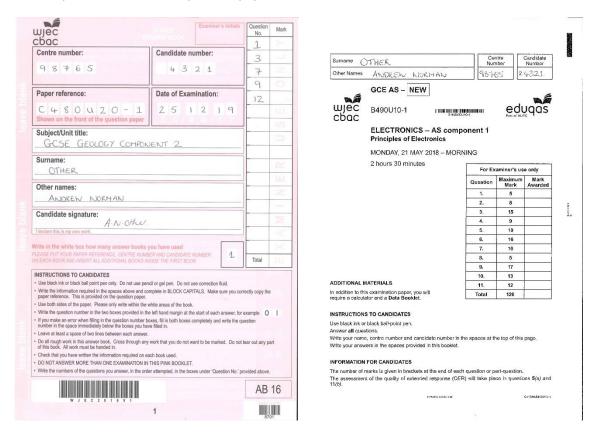




# **WJEC and WJEC Eduqas Answer Booklets**

WJEC and WJEC Eduqas examinations are completed by writing responses to questions within one of two booklets:

- 1. **An answer booklet** where responses to questions are written within a separate answer book (also known as an unconstrained booklet). These are pink, and contain 16 pages.
- 2. **A question-answer booklet** where sections for writing responses to each question are provided within the question paper (also known as a 'constrained' booklet)



Answer booklet (unconstrained)
Question-answer booklet (constrained)

### Information for completing either booklet

#### Candidates MUST:

- Use black ink or black ball point pen only.
- Complete the information required on the front cover in BLOCK CAPITALS in the spaces provided.
- Provide the name(s) in which their entry has been made (not nicknames or 'known as' names). Missing or incorrect information can lead to difficulties in processing results.
- Cross through any work that they do not want to be marked.

• Ensure that their writing is legible. They will not be penalised for poor handwriting, however an examiner cannot mark what they cannot read.

#### Candidates MUST NOT:

- Use pencil, gel pen, pens of any other colour than black, correction fluid
- Tear out any part of the booklet.

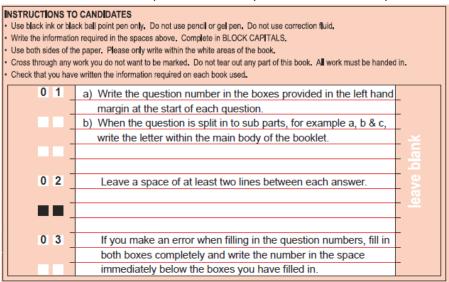
### Information for completing a question-answer booklet (constrained booklet)

- All responses must be written within the spaces provided in the booklet.
- If a candidate runs out of space, there may be some additional writing space in the booklet labelled "Additional page, if required". If they use this, candidates must label the question number clearly in the left hand margin for each of their answers.
- If a candidate requires further space, they must be provided with a 4-page continuation booklet. They must remember to complete the information required on the front of the booklet.

### Information for completing a separate answer book (unconstrained booklet)

#### Candidates MUST:

- Write the question number in the boxes provided in the left hand margin at the start of each question.
- When the question is split into sub parts, for example a, b and c, write the letter within the main body of the booklet.
- Leave a space of at least two lines between each answer.
- If they make an error when filling in the question numbers, fill in both boxes completely and write the number in the space immediately below the boxes they have filled in.



• If a candidate requires further space, they must be provided with a 4-page continuation booklet. They must remember to complete the information required on the front of the booklet, and this must be placed inside the main answer book.

### **Cover sheets**

The relevant completed JCQ cover sheet must accompany the script of any candidate who has used one of the following:

- Scribe (JCQ Form 2)
- Practical assistant (JCQ Form 3)
- Braille transcript (JCQ Form 5)
- Communication professional (JCQ Form 6)

These cover sheets are available for download from the <u>JCQ website</u>. In all cases the completed cover sheet should be placed inside the answer booklet.

For **word processed scripts**, a coversheet must be downloaded from the 'Examinations' area of our website. The cover sheet must be completed and attached to the candidate's completed script using treasury tags. If an examination has been completed using a word processor and no answer booklet has been used to record any answers, centres should not send any answer booklets with the typed script and cover sheet.

### Word processed scripts

Word processed scripts must include a header and / or footer on each page that includes the relevant candidate information (centre number, candidate name and number, and paper code) along with details of the number of pages (e.g. page 1 of 4). If no answer book has been used to record any answers, the typed script should be submitted with the word processor coversheet attached, and should **not** be placed within an answer book.

### Identifying which booklet is required

Information regarding whether or not a separate answer book is required is provided in the 'Examination Requirements' booklet which is published for each examination session (on our website and despatched in hard copy), and on the front of each question paper.

WJEC/Eduqas issue two types of answer book:

- 1. A standard 16-page pink answer book for use whenever a separate answer book is stated as being required.
- 2. A standard 4-page pink continuation book for use when further space is required.

## Despatch and storage of answer books

Answer books are despatched to each centre in advance of each examination series. Answer books for the May/June series are despatched on the basis of preliminary entries during the winter each year, and an additional despatch is made in the spring to take into account any changes made in final entries.

Answer booklets are only for use in external examinations, and **must not** be used for any other purpose including for mock examinations. JCQ regulations require that they are stored securely in the centre's secure storage room.