



Candidate  
exam  
handbook

2021/2022

**Produced by**

Name: Mrs J Hancocks

Title: Data Manager & Exams Officer

**Date of next annual update**

**September 2022**

## Contents

Contents .....	2
Introduction .....	4
Non-Examined Assessments (NEAs).....	4
On Screen Tests .....	4
Information you will receive about your exams and assessments.....	4
What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash) .....	4
Where you will take your examinations .....	4
What time your examinations will start and finish .....	5
Supervision during your exams .....	5
Exam conditions.....	5
Where you will sit in the exam room.....	5
How your identity is confirmed in the exam room .....	5
What equipment you need to bring to your exams .....	5
What you should not bring into the exam room .....	6
Food and drink in exam rooms.....	6
What you should wear for your exams .....	6
Where your personal belongings will be stored during your exam.....	6
What to do if you arrive late for an examination.....	6
What to do if you are ill on the day of an examination .....	7
What will happen in the event of an emergency in the exam room .....	7
Information about malpractice in examinations and the penalties imposed .....	7
Information about access arrangements for examinations .....	8
Information about results day.....	8
Information about Post- Result Services .....	8
Information about certificates .....	8
Appendix 1 .....	9
Information for Candidates JCQ documents.....	9
Appendix 2 .....	10
Equipment Checklist .....	10
Equipment needed for Written Exams.....	10
Equipment checklist .....	10
Appendix 3 .....	12
JCQ Warning to Candidates Poster .....	12
.....	12



## **Introduction**

This document is to help you through the examination and assessment process, explain the exam and assessment procedures, issue the regulations and hopefully answer any questions that you might have.

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#)

## **Non-Examined Assessments (NEAs)**

For some courses, you will need to submit NEAs. It is important that you follow the rules on NEAs, which can be found on the school website or by following the link in Appendix 1 of this document. Your teacher should give you the internal mark for your NEA before it is submitted to the Board. For further information please see our Internal Appeals Procedure and our NEA Policy, available on our website.

## **On Screen Tests**

For some courses, some of your assessment may be undertaken as an On Screen Test. It is important that you are familiar with the regulations for On Screen Test, which can be found on the school website or by following the link in Appendix 1.

## **Information you will receive about your external exams and assessments**

You will receive your exam timetables and seat numbers at some time around the Easter holidays, and you should check these carefully.

You will also be given a candidate briefing assembly by the Achievement Co-ordinator which will detail what is expected of you during the exam period, and what to do if you have any problems.

## **What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)**

The Exams Officer should notify you if you have a clash (two exams due to start at the same time), and an alternative plan will be put in place for you. If there is a clash, you must be supervised in between your exams. Supervision requires that a member of centre staff or an invigilator will be in the same room as the candidate(s) at all times. The candidate(s) must not be in possession of an electronic communication/storage device or have access to the internet.

## **Where you will take your examinations**

You will sit your examinations on site at Aylestone School, either in the Upper Gym or in a classroom.

## **What time your examinations will start and finish**

Examinations will *generally* start at 9am for the morning session, and 1.15pm for the afternoon session. There will be a primer at 8.45 for morning and exams, and at 1pm for afternoon exams which you should attend. You must be on time for these primers as they give vital reminders from subject teachers about what to do in the exam to avoid silly and costly errors. Once you enter an examination, you must remain in the room until the end of the examination. There may also be occasions where an exam may run until after the end of the school day at 3.15pm. In this case you should arrange your own transport home.

## **Supervision during your exams**

The external examinations will be supervised by a team of invigilators who will generally be external to the School. The invigilators must follow strict rules, regulations and instructions when conducting the exams as directed by JCQ and the awarding bodies.

## **Exam conditions**

You will line up outside the exam room or in the Lower Gym according to where you will be seated. Your teachers will explain to you what you need to do. As soon as you are in the exam room you will be under exam conditions until you are given permission to leave the room by the invigilator. **Candidates must listen to and follow the instructions of the invigilator at all times in the exam room and you must not communicate with other candidates at any time.**

## **Where you will sit in the exam room**

There will be a seating plan on the Exams Noticeboard which you must check to find out where you are sat. Each desk will have a label on it so you will be able to easily find it. Your seat will also be indicated on your personal exam timetable.

## **How your identity is confirmed in the exam room**

The invigilators will have access to the photographs for the whole year group, and will be able to identify you from this. Your teachers will also identify you on your way in to the exam room. You will also have a candidate ID card which you must bring along to **each exam that you sit.**

## **What equipment you need to bring to your exams**

You will need to bring your own equipment in to the exam room, and if you use a pencil case it **must** be see through. You will need pens and pencils for all exams, and mathematical equipment for some exams (ruler, protractor, compasses etc). Your maths teacher will tell you

which type of calculator you are allowed to bring in to the exam room. Calculators can be brought into the exam unless it is specified on the front of the exam paper.

If you use a calculator you should make sure it works properly and that the batteries are working properly, clear anything that is stored on it, and remove the lid or cover if it has printed instructions or formulas.

### **What you should not bring into the exam room**

You **must not** bring into the exam room any potential web enabled sources of information, such as iPods, iWatches, mobile phones, MP3/4 players and **wrist watches**. Your mobile should be switched off and left outside the exam room, in the bagging area or with the invigilators **before** the exam starts. If you have access to unauthorised items in the exam room, this may be considered malpractice and the exam board may disqualify you – even if you were not using the item. **Check the equipment checklist at the end of this booklet.**

### **Food and drink in exam rooms**

Water may be taken into the exam room in clear, see through bottles, but all packaging and labels needs to be removed.

### **What you should wear for your exams**

You should wear normal school uniform for your exams.

### **Where your personal belongings will be stored during your exam**

Your personal belongings (coats/bags etc) will be stored in a classroom, or in an area just outside if you are in a classroom. You may hand valuables to the invigilators before the exam, and collect them at the end. **No watches are allowed to be brought into the Exam Room.**

### **What to do if you arrive late for an examination**

If you arrive late for an exam, report to the invigilator as soon as you arrive. If you arrive more than an hour after the published start time of the exam, we have to let the Awarding Body know, and they may not accept your work.

If you arrive persistently late for an exam, the school reserves the right to refuse you entry to the exam hall and may charge you for the entry fee for your exam.

If you are on your way to an exam and are delayed, it is really important that you call in as soon as you can to let us know.

## What to do if you are ill on the day of an examination

If you are ill on the day of an exam, contact the Exams Officer as soon as possible (01432 346955). If you are ill but still able to sit the exam, it is important to let the Exams Officer know so that they can apply for Special Consideration if possible. Get medical evidence if possible.

If you are ill but cannot sit the exam, again contact the Exams Officer and get medical evidence. In most cases, the Exam Board will still give you a grade based on other units sat in that subject – but this is not guaranteed.

If you become ill during an exam, raise your hand and let the invigilator know, and make sure you let the Exams Officer know as soon as possible after the exam.

If you are absent from an exam without letting anybody know, the school will ring your parents/guardians to enquire about your whereabouts. You may also be charged the entry fee for your exams.

## What will happen in the event of an emergency in the exam room

If there is an emergency requiring evacuation during an exam, the invigilator will ask you to stop writing and leave everything in the room. You should then leave the room in silence and the invigilators will accompany you to a safe place. You **must** remain silent. You will then be taken back into the exam room and allowed the full amount of time to complete the exam. The exam board will be informed of the interruption.

## Information about malpractice in examinations and the penalties imposed

Malpractice (cheating) either in an examination or a controlled assessment **will be reported by the school to the exam board**. The exam board will investigate the allegation, or ask the school to, and if it is found to be true they will impose sanctions. This could be a reduction of marks or a disqualification from one or all of your exams.

Malpractice is any act that is in breach of the regulations, so it is important that you familiarise yourself with the regulations. These are available on our website. Some examples of malpractice are:

- Copying or allowing work to be copied
- 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 they are real or fake
- Not telling exam boards or your school about exam information being shared
- Communicating with other candidates in any way in the exam room – this includes turning around or looking at the person next to you.

## **Information about access arrangements for examinations**

If you have access arrangements in class and mock exams as your normal way of working, you will be allowed to use them in your exams. This may mean that you are seated in a different room to the main exam room with different invigilators.

## **Information about results day**

GCSE results day will be 25<sup>th</sup> August 2022.

If you are unable to collect your results, please provide a stamped addressed envelope and we will post them to you on the Thursday. If you would like someone else to collect your results, we will need written permission from you.

A member of the Senior Leadership Team will be available on results day to discuss your results if you choose to.

## **Information about Post- Result Services**

In some cases a member of the Senior Leader Team may contact you about applying for a Review of Result, or Access to Scripts. More information on this can be found in the JCQ Post-Results Services document on their [website](#).

You may also request Post-Results Services for yourself.

A member of the Senior Leader Team will be available on Results Day.

## **Information about certificates**

Certificates are sent to the school from the Awarding Bodies towards the end of October. A message will be sent out to the contact details the school holds for you regarding how you can collect your certificates, and details will also be published on the school website. The school will keep any uncollected certificates for a minimum of one year.

## Appendix 1

### Information for Candidates JCQ documents

**A link to the following JCQ documents can also be found on the school website – in the Pupils section under GCSEs and Exams page.**

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

You must make sure you are familiar with the following documents:

- Information for Candidates – Coursework 2021 - 2022
- Information for Candidates – Non Examination Assessments 2021 - 2022
- Information for Candidates – on-screen tests 2021 - 2022
- Information for Candidates – Privacy Notice 2021 - 2022
- Information for Candidates – Written Exams 2021 - 2022
- Information for Candidates – Social Media

## Appendix 2

### Equipment Checklist

#### Equipment needed for Written Exams

Use this checklist to make sure you have everything ready for your exams. Check with your teacher what equipment you will need for each exam. For some exams some items will not be allowed.

#### Equipment checklist

EQUIPMENT CHECKER	GOT	NEED
A <b>CLEAR</b> pencil case, if using one		
Black ballpoint pens – NOT gel or any other colour. Bring more than one		
HB Pencils		
Calculator – see table on the next page for details		
Pencil Sharpener		
Ruler		
Highlighter – CAN be used on the questions but not in your written answers		
Eraser		
Coloured pencils		
Compass		
Protractor		

- **DO NOT bring mobile phones, watches or any internet enabled device into the hall – this can result in disqualification.**
- **You can bring in a clear bottle of water with the label removed.**

**10.3** Candidates must be told these regulations beforehand and be familiar with the *information for candidates* documents.

**Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

**Calculators must not:**

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

**The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

## Appendix 3 JCQ Warning to Candidates Poster



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.

## Contact Details

The Exams Officer, Mrs Hancock, can be contacted on email [jhancocks@aylestone.hereford.sch.uk](mailto:jhancocks@aylestone.hereford.sch.uk) with any further queries.