



CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

Produced/reviewed by
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Introduction

North Cestrian School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken.
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

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.
- Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work.
 - Undermining the integrity of examinations/assessments
 - The JCQ Suspected Malpractice document is linked here <https://www.jcq.org.uk/exams-office/malpractice>.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

Research and using references

...Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously...

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice <https://www.jcq.org.uk/wp-content/uploads/2020/01/Information-for-candidates-Privacy-Notice-10.doc.pdf>.

Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.
- By submitting this work, a candidate is 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

Coursework assessments/non-examination assessments

JCQ information for candidates documents - coursework, non-examination assessments, social media are on the North Cestrian website under JCQ documentation.

Candidates are also informed about their assessments by their tutors and in briefings referencing.

- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed

Written timetabled exams.

North Cestrian School will email yourself and your guardians a candidate statement of entry to check that personal details and exam entries are correct.

- If any of the information is incorrect, please inform the examinations office Lesley Leck L.Leck@northcestrian.co.uk.
- We will provide a Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc. Your seating arrangements and seat numbers and rooms will remain the same for your external exams and will be communicated prior to the exam series.
- The JCQ information for candidates documents – written examinations, social media are provided on a separate document and are also on the school website.
- Exam room posters – Warning to candidates, Unauthorised items are also on the school website, a copy is also sent electronically.

Contingency sessions - Summer 2024

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. In the event of national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

For summer 2024 the exam contingency days are Thursday 6th June pm Thursday 13th June pm and Wednesday 26th June all day.

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

JCQ guidance on what constitutes a timetable clash is if candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order within the timetabled session in which to conduct the examinations. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions always. This means that candidates cannot use this time to revise.

Or if candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day.

Where you will take your exams

Exams are taken in the Sports Hall / Dance Studio or Table Tennis Room – students with some access arrangements that cannot sit in the main room will be informed of their rooming on an ad hoc basis.

What time your exams will start and finish

- Morning exams start at 09:00 (be in school for 8.30am)
- Afternoon exams start at 13:00 (be in school for 12.30pm)

Supervision during your exams

- Exams are supervised by a team of external invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.

Exam room conditions

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator, this means that under no circumstances must you communicate with another student as this is malpractice.
- Candidates must listen to and always follow the instructions of the invigilator in the exam room
- Candidates must not communicate with or disturb other candidates.
- The information displayed in the exam room will be the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam.
- The completion of the front of your answer books (first name and surname that matches their entry information, candidate number etc.) must not be completed until instructed to do so by the invigilator
- If you require the use of additional answer sheets/answer books etc put your hand up until the invigilator approaches you and speak quietly to request these items.
- Candidates must not open the question paper until the examination begins
- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.

Where you will sit in the exam room

You will sit in the same seat in the exam room for all your exams, please check your desk has your name on it before sitting quietly, there will be a seating plan outside the room to check your seat number.

How your identity is confirmed in the exam room

A tutor who knows the students personally will be present to confirm your identity at the beginning of the examinations.

What equipment you need to bring to your exams

You will need:
A black ball-point pen (must be black) and spares
Pencil Ruler Eraser
Highlighter (can highlight the question paper but not your answers)
Clear pencil case
Scientific calculator (unless the exam does not allow a calculator) without a lid/cover. PLEASE NOTE IF YOU FORGET YOUR CALCULATOR YOU WILL NOT BE ISSUED WITH ONE, a replacement will only be given if the battery fails in yours.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators_FINAL.pdf

What you should not bring into the exam room

- Mobile phones
- MP3/4 players
- Any watch (Smart or not!)
- iPods
- Any other similar electronic devices
- Electronic Earphones
- Notes and study guides
- Own blank paper
- Calculators, unless allowed for the exam.
- Calculator lid/cover, must be left on floor under desk and free of graffiti.
- Dictionaries
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables

Food and drink in exam rooms

Food should not be brought into the exam room at all, water can be brought in a JCQ regulation bottle.

What you should wear for your exams

School uniform

Where your personal belongings will be stored during your exam

Bags, coats, unauthorised items including switched off mobile phones, watches, etc. should be stored in the locker you have been allocated

What to do if you arrive late for your exam

You are considered late for your exam if you arrive after 10:00 am for a morning exam or 2:00 for the afternoon exam, you may not be allowed to take the exam after this time, if you are the awarding body may not mark the paper.

What to do if you are unwell on the day of your exam

If you are unwell and unable to attend the exam, you would need to provide medical evidence.

If you are unwell but manage to attend the exam, let the invigilator or the exams officer know.

If you feel unwell during the exam, put your hand up and make the invigilator aware.

Provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason.

- Provide any relevant information regarding application for special consideration etc. (and the evidence that may need to be provided to support a request for special consideration.

What happens if you have an unauthorised absence from your exam

If your child has been entered for GCSE exams and the school has paid for the entry, we reserve the right to request the fees to be paid for unauthorised absences from these exams.

What happens in the event of an emergency in the exam room

Follow the invigilators instructions IN SILENCE. Any communication or attempted communication is malpractice.

Candidates with access arrangements/reasonable adjustments

Mr Stuart the SENCo is the person to contact with any questions A.Stuart@NorthCestrian.co.uk

Results

22nd August 2023 is the GCSE results day, on this date provisional statements of results will be issued/distributed.

Details on distribution will be made available nearer the time and published on the school website.

Senior members of centre staff will be available immediately after the publication of results for support.

Post-results services

The post results services that are available are reviews of results and appeals, access to scripts.

Requests for post-results services must be made through the centre and payment made at the same time in person by the student as a form will need to be completed.

The centre's Access to Scripts, Reviews of Results and Appeals Procedures are provided on or prior to results day which will include the information for deadlines, fees, and charges for these services.

A candidate consent form will need to be signed, this is to confirm that you are aware your mark may be lowered, remain the same or improve.

Certificates

GCSE Certificates for the June series will be sent to the centre from the awarding bodies from the end of October. Once we have received and have collated them, we will let you know via email or parent mail when they can be collected, or if there are alternative arrangements put in place for their collection.

Internal appeals procedure

Internal appeals procedures are listed on the North Cestrian website.

Complaints policy

Please refer to North Cestrians website under policies.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates - Coursework 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 2**JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 4**JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed timetabled written exams.

Information for candidates – written exams 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 5**JCQ Information for candidates – Privacy Notice**

You **must** read this notice as it contains “Information About You and How We Use It”

Information for candidates – Privacy Notice
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 6**JCQ Information for candidates – social media**

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 7**JCQ Unauthorised items poster**

This poster will be displayed outside each exam room. You **must** note that “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.”

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

APPENDIX 8**JCQ *Warning to candidates* poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

CANDIDATE CONFIRMATION

To confirm you have received, read, and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Lesley Leck, the examinations officer by return.

If there is anything you do not understand, you should ask Mrs Leck for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY