



STANTONBURY
SCHOOL

Candidate Exam Handbook

2023-2024

Introduction

Stantonbury 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 Joint Council of Qualifications (JCQ) and awarding body instructions and information for candidates.

Purpose of this handbook

- To support and complement candidate exam assemblies.
- To inform candidates about malpractice in examinations and 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 and 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 and signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

What is 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

You need to know that the following would be malpractice.

- copying or allowing work to be copied – e.g., posting written work on social networking sites prior to an examination/assessment.
- 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 these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

You may also want to refer to your centre's **Managing Behaviour Policy** and/or **Malpractice Policy (Exams)**

Where does your personal data go?

- The awarding bodies collect information about exam candidates, including, but not limited to your name, date of birth, and the school you attend.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice which can be found appendix number 1 to this document.

Copyright and work submitted.

- 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 to terminate such rights.

Coursework assessments/non-examination assessments

- All the relevant JCQ information for candidates' documents - coursework, non-examination assessments, and social media can be found in appendix 1 for this document.
- The majority of your assessments will take place in class time. You will be told if they are not.
- Your class teacher will inform you of when they are happening and where if they are not to be in your usual classroom. They will also tell you when the deadline is.

Written timetabled exams.

- Candidate statement of entry's have been issued to all candidates who will be sitting an exam in the Summer. They are to check that all their personal details and exam entries are correct.
- If they are incorrect, they are to see the Exams Office immediately. This is upstairs in the main building (C44).
- 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, will be issued after the Easter holidays.
- The JCQ information for candidates' documents – written examinations, social media can be found in the appendix to this document.
- Exam room posters – Warning to candidates, Unauthorised items can be found in appendix 2 and 3 and will be outside each exam room.

Contingency day - Summer 2024

- JCQ designate a 'contingency day' within the common examination timetable should there be an event of national or local disruption to examinations. It is part of the awarding bodies standard contingency planning for examinations. For Summer 2024 the designated contingency day is Wednesday 26th June 2024.

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

If you have a clash on your timetable for Summer 2024, you should have a letter attached to your timetable explaining what this means for you.

You should also visit the Exams Office, upstairs in the main building (C44), to discuss this further and to go through what will happen on the day.

Where will you take your exams?

- Most of your exams will take place in the Leisure Centre sports hall, as they have done for the PPE's.

- However, for some smaller exams they will take place in Brighthouse. Here is how each location will appear on your timetable:
- **PE Leisure Centre** – this is the Leisure Centre Sports hall.
- **Sixth Form Space 1** – this is above the Brighthouse Changing rooms at the end of the corridor.
- **Sixth Form Space 2** – this is above the Brighthouse Changing rooms on the left of the corridor.
- **Sixth Form Space 3** – This is above the Brighthouse Changing rooms on the right on the corridor.

What time your exams will start and finish?

- If your exam is in the morning, then you will begin the exam at 9:00am
- If your exam is in the afternoon, then you will begin the exam at 13:30pm
- You must arrive 15min before the start of each exam. As you will remember from our mocks, it takes time to get everyone into the hall.
- Should you be late to the exam, for whatever reason, please do not worry and go into the exam room as quietly as possible and report to an invigilator who will tell you what to do.
- If you are more than 30min late for your exam, you will not be allowed to sit the exam.
- The length of each exam is on your timetable. Please allow 15min after this time for invigilators to collect your exam papers and dismiss you.

Supervision during your exams

- A team of invigilators supervises exams. Many of whom you will have seen invigilate during your PPE's.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies, just as you are.
- Please follow all invigilators instructions.
- They are there to help you best they can and want you to do well in your exams.

Exam room conditions

- Candidates will line up by the letter of the row they are sat in.
- Please switch off your mobile phone and watches and place them in your bag. Along with any other prohibited item, including headphones/earbuds.
- Please get your equipment out ready for the exam.
- Candidates will then be told when they can enter the hall.
- 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 includes:
 - No talking or communicating with any other student.
 - No use of mobile phones or electronic devices
 - All prohibited items are in your bag, such as notes or scrap paper.
- 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 centre number, date, subject title, paper number; and the actual starting and finishing times of each exam will be on display at the front of the hall, along with a clock.
- Candidates must not open or touch the exam papers on the desk until they are told to do so.
- Candidates must not open the question paper until the examination begins.
- Candidates must complete the information the front of the paper, including your First Name, Last Name, Centre Number and Candidate Number. This will be found on your candidate card on your desk. **You must not complete this until told to do so.**
- Candidates that use extra answer sheets or booklets, must complete all the information on each sheet or booklet that they use.
- Candidate cards must not be written on, marked, folded, or removed from the room.
- Candidates who need to leave the room temporarily, must be accompanied by an invigilator.
- Candidates cannot leave the examination room for the toilet during **the first hour of the exam or the last 15 minutes of the exam**. This will not apply to those with medical conditions.
- Any candidate that leaves the exam room unaccompanied will not be allowed back into the exam room.

Where will you sit in the exam room?

- You will be given a seat number on your timetable for each exam.
- You must sit in the allocated seat. Do not sit somewhere else or at someone else's desk.
- There will be numbers and letters on the wall to help you find your seat quickly.
- If you cannot find your desk, let an invigilator know who will help you find it.
- Do not enter the hall until you know your seat for that exam.
- Seating plans will be available for each session where you will line up in case you have forgotten.

What equipment you need to bring to your exams?

- Please bring a pen, pencil, rubber, ruler, compass, and protractor to each exam.
- If you choose to use a pencil case, this needs to be clear or see through. If not, you will need to place your pencil case under your desk for the duration of the exam.
- Should you forget to bring piece of equipment, or it has stopped working, we are able to lend equipment. **Please return this at the end of the exam.**
- Please note, equipment is limited.

Using calculators

For exams that permit calculators, you can provide your own. However, it must adhere to the JCQ instructions on calculators:

Calculators must be:

- A size suitable for use on the desk
- Either battery or solar powered
- Free of lids, cases and covers.
- Free of printed instructions or formulae

Calculators must not:

- Be designed or adapted to offer any of the following facilities:
 - Language translators
 - Symbolic algebra manipulation
 - Symbolic differentiation or integration
 - Communication with another machine or the internet

Calculators must not:

- Be borrowed from another candidate during an examination for any reason.
- Have retrievable information stored in them, including databanks, dictionaries, mathematical formulae, or text.

The candidate is responsible for the following:

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator

What should you not bring into the exam room?

- Any of the items on the JCQ unauthorised items poster (please see appendix 2). This includes all electronic devices including mobile phones, watches, iPods/mp3 players, headphones/earbuds or web enabled technology. **They must be switched off and in your bag.**
- You must not bring in with you notes or revision cards. They must be in your bag.
- If you are found to have these items on your person, even if you do not intend to use them, the awarding bodies will be informed, and you could be disqualified.

Food and drink in exam rooms

- You are allowed to bring in water with you to your exams. However, it must be in a **clear bottle** and all labels should be removed.
- You are not permitted to bring food with you unless there is a medical condition. If this is the case, please see the Exams Office, upstairs in the main building (C44) to discuss this further.

What should you wear for your exams?

- All candidates should wear their school uniform to their exams.
- Hoodies and coats are not permitted unless it is exceptionally cold. This is at the school's discretion.
- Sixth form students are to dress in accordance with the dress code.

Where your personal belongings will be stored during your exam?

- Candidates will be told where to store your bags, coats and prohibited items before each exam.
- This will be at the back of the hall in your exam is in the main hall. They will be in a separate room for those exams in Brighthouse.

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

- If the candidate is not well enough to attend their exam, please email into exams@stantonbury-tove.org.uk with the candidate's full name and the reason they are unable to attend.
- We advise that you get a doctor's note to explain why the candidate cannot sit the exam. We will pass this onto the exam board who may use this to help determine an overall grade.
- If you miss an exam, we are unable to move or allow you to sit the exam on another day when you are better. There may be an opportunity to sit it in the next academic year.
- If the candidate is unwell, but does make it to the exam, we ask that they make themselves known to the invigilators in the hall at the beginning of the exam. They will keep an eye on them and try to make you comfortable while they take the exam.
- If a candidate feels unwell during the exam, they should raise their hand and inform the invigilator. They will try to make you comfortable for your exam.
- If you take the exam but feel unwell, we may pass this information over to the exam board.

What happens if you have an unauthorised absence from your exam?

- Where a candidate is identified as being absent at the start of an examination, we will attempt to make contact with the candidate's parent/guardians to establish their whereabouts and if they will be able to make it to school for their exam.
- We reserve the right to charge entry fees where there is no valid reason for missing an exam.
- We **cannot** move the exam to another day or time. There may be an opportunity in the next academic year to sit it again.

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

- Should there be an emergency during your exam, remain seated and follow the instructions given to you by the invigilator.
- In all cases you are to remain silent.
- The exam board will be noted of the interruption to your exam, and they may take this into consideration.

When are results days?

- GCE A level and Level 3 BTEC results day is **Thursday 15th August 2024**
- GCSE and Level 1/2 BTEC results day is **Thursday 22nd August 2024**
- More information will be made available shortly regarding results day plans, however candidates will receive electronic and physical copies of their results.
- Support will be available for University, Sixth Form/collage, and apprenticeships applications.
- Support will also be available from our career's advisor and our Senior Leadership Team.
- Your results will only be handed to the student. We cannot give them to parents or other relatives without prior permission.
- If you wish for them to be collected by someone other than yourself, please let the Exams Office know in advance, by emailing exams@stantonbury-tove.org.uk

Post-results services

- After results have been published to candidates there are a variety of post-results services available.
- These are **Access to Scripts and Reviews of Results**.
- There are fees for these services.
- All requests for post-results services must be made through the school and the exam office.
- More information about how to access these, fees, and deadlines will come with the results day information shortly.

Certificates

- Candidate certificates will be sent to the school from the exam boards by mid-late November 202.
- We shall hold some drop-in sessions in December and January for students to collect their certificates without an appointment.
- More information about certificate collection to follow.

JCQ Information for candidates - coursework

Candidates **must** read this information if you are undertaking qualifications this academic year. Please click on the link to the JCQ Website, for the Information for Candidates Documents.

All these documents are also available on our website under Exams.

Information for Candidates – 2023-2024

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

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, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*



JCQ Warning to candidate's poster.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.