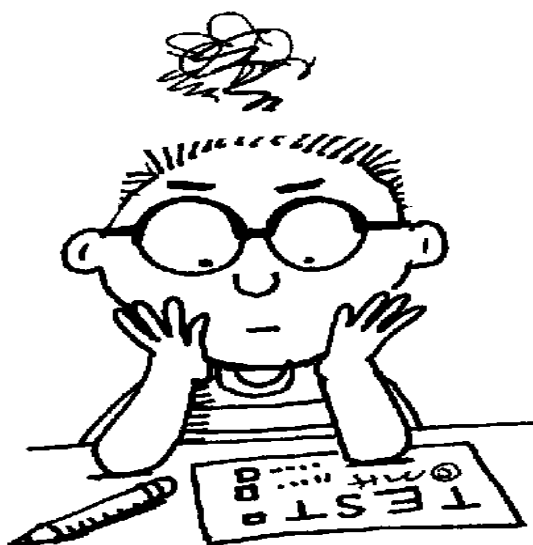


“Tien Ta Foy”
Steadfast Faith



Candidate exam handbook



This handbook is reviewed and updated annually

Produced/reviewed by

Mrs J Davies

Date of next review

November
2022

Contents

Introduction	3
Purpose of the candidate exam handbook	3
Coursework/controlled assessments/non-examination assessments.....	3
Written exams.....	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 exams	4
What time your exams will start and finish.....	4
Supervision during your exams.....	4
Exam conditions	5
Where you will sit in the exam room.....	5
What information is required on your exam papers	5
What equipment you need to bring to your exams.....	5
Using calculators.....	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 exam	6
What to do if you are unwell on the day of an exam.....	6
What happens if you have an unauthorised absence from an exam	7
What happens in the event of an emergency in the exam room.....	7
Alleged, suspected or actual incidents of malpractice	7
Results	7
Post-results services	7
Certificates	8
Complaints and appeals procedure.....	8
JCQ important link	9
JCQ posters.....	10/11

Introduction

Stuart Bathurst Catholic High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates. .

If you have any questions, please feel free to contact Mrs Davies, the Exams Officer:

Telephone: 01215064949

Email: j.davies@stuart-bathurst.org.uk

If you have a query on the day of an exam, please contact the main reception on 0121 556 1488 and leave a message with the receptionist or on the answer machine.

Purpose of the candidate exam handbook

- ▶ To complement the candidate briefing session/assembly
- ▶ 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 posters are provided in advance of any exams/assessments being taken
- ▶ To answer any questions candidates may have etc.
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

Coursework/controlled assessments/non-examination assessments

- ▶ Some subjects have coursework/controlled assessments/non-examined assessment units, which may be centre, assessed or externally marked.
- ▶ Relevant JCQ information for candidates documents regarding regulations for coursework, controlled assessments, non-examination assessments, social media are provided as appendices to this document and are available on the School Website
- ▶ Candidates are informed about their assessment, any relevant deadlines that must be met, how work is marked/assessed etc. by their subject teachers.
- ▶ Assessments will take place throughout the course.
- ▶ All candidates are informed of their centre-assessed marks at least 2 weeks before awarding body submission deadlines.
- ▶ Candidates have the right to appeal against an internal assessment decision and requesting a review of the centre's marking. (See Internal Appeals Procedure for full details)

Written exams

- ▶ You will be issued with a Candidate statement of entry to check that personal details and exam entries are correct.
- ▶ If any of this information is incorrect, you must see the Exam Officer immediately
- ▶ Individual Candidate Timetables, which show the date and time of all their exams/assessments, where they are sitting, which exam room etc. will be issued at least 3 weeks prior to the start of external exams.
- ▶ The JCQ information for candidates documents – written examination, social media are available on the School Website
- ▶ Exam room posters – Warning to candidates, Mobile Phone will be displayed outside all examination rooms and are available on the School Website.

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

- ▶ The Exam Officer will resolve any exam clashes before your Individual Candidate timetable is issued.
- ▶ If this applies to you, you will be informed.
- ▶ You may need to take one paper followed immediately by the next paper(s) in the same session or papers may be rescheduled to a different time during the same day.
- ▶ Formal supervision arrangements that will be put in place and you will be advised in writing of these arrangements.

Where you will take your exams

- ▶ The majority of your exams will take place in the Sports Hall. However, occasionally smaller rooms may be used. See your Individual Candidate Timetable for details of your exam rooms.

What time your exams will start and finish

- ▶ Morning Exams start at 9:00am and Afternoon Exams start at 1:15pm.
- ▶ **You must be outside your exam room at least 15 minutes before the start times.**
- ▶ Finish times will be displayed in the exam room once the exam has started.

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 conditions

- ▶ You should wait outside the exam room until you are invited to enter by the invigilator.
- ▶ You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room
- ▶ You must not communicate with other candidates
- ▶ You must not disturb other candidates, especially if your exam finishes before others in the room.
- ▶ You must hand in any unauthorised materials to an invigilator before the start of the exam. Failure to do so is considered malpractice and may lead to disqualification.

Where you will sit in the exam room

- ▶ You must sit in your allocated seat.
- ▶ There will be a clear pencil case with your name and candidate number on
- ▶ If you cannot find your seat, you should speak to the invigilator

What information is required on your exam papers

- ▶ Make sure you complete all the information requested on the front of your exam papers. Failure to do so may result in loss of marks. We are not allowed to amend any exam papers
- ▶ You must complete your correct legal first name, legal surname, centre number, candidate number, paper details etc.
- ▶ If you use additional answer sheets/answer books, you must ensure that all details are completed correctly.

What equipment you need to bring to your exams

- ▶ The school will provide all the stationary that you need. You are allowed to bring in your own black pen.
- ▶ Only items listed on the question papers as supplied by the centre are provided.

Using calculators

- ▶ You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.
- ▶ The Center provide you with your calculator

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

[Taken from <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/> , Section 10, downloaded 6th December 2021]

What you should not bring into the exam room

- ▶ Mobile Phone (must be turned off and left in your bag for safekeeping)
- ▶ NO WATCHES/ Smart Watch (must be left in your bag for safekeeping)
- ▶ Notes, revision material, dictionaries and other paper
- ▶ School bags
- ▶ Any breaches of JCQ regulations will be reported as suspected malpractice.

Food and drink in exam rooms

Food is **not allowed** in the exam rooms. You may bring a small (maximum 500ml) bottle of water with you, provided any labels have been removed. Other drinks are not permitted.

What you should wear for your exams

You must wear full school uniform for all of your exams.

Where your personal belongings will be stored during your exam

Personal belongings must be left in the room next to the sports hall. This room will be locked as soon as the exam starts. An invigilator will be in there when you collect your belongings.

What to do if you arrive late for an exam

If you arrive within 15 minutes of the start time, go straight to the exam room and follow the invigilators instructions.

If you are more than 15 minutes late, you should go to School Reception, who will call for the Exam Officer to escort you to the exam room.

If you know you are running late, please try to get a message to your Head of Year or Year Co-ordinator via School Reception.

You will not be allowed to sit the exam if you arrive more than 45 minutes after the published start time.

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

- ▶ **If you are unwell and unable to attend an exam, you or a parent/carer must telephone to advise school before the published start time of the exam.** Medical evidence will be required.
- ▶ If you are unwell but manage to attend the exam, please ensure that your Head of Year is aware. They will liaise with the Exam Officer to ensure your wellbeing during the exam.
- ▶ If you feel unwell during the exam, you should raise your hand to attract the invigilators attention. The invigilator will take appropriate action.
- ▶ Where appropriate, an application for special consideration will be made, provided suitable evidence to support a request is available.

What happens if you have an unauthorised absence from an exam

If you miss an exam without an acceptable reason, we will invoice you to recover the examination fees paid.

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

You will be told to stop writing and follow the instructions of the invigilator. Do not line up with your form group as in any normal emergency evacuation. You should line up as directed outside the Art block.

If you are in a separate room you will be advised by the invigilator where to stand.

You are required to maintain Exam conditions throughout any evacuation of the exam room.

Alleged, suspected or actual incidents of malpractice

You must follow the regulations of the exam as detailed on the Information to Candidates notice, Warning to Candidate and Mobile phone posters provided as appendices to this document.

Any breach of exam conditions and regulation is considered malpractice. We have to inform the Awarding bodies of all alleged, suspected or actual incidents of malpractice.

Awarding Bodies will apply sanctions in line with JCQ policies. Full details are available in the JCQ document Suspected Malpractice in Examinations and Assessments. This is available at <https://www.jcq.org.uk/exams-office/malpractice/> it has not yet been updated for 2022. It can still be located on the above link when it has been updated.

Results

- ▶ Provisional statements of results will be available for collection as follows:
 - **GCE AS and A level, CTech and BTEC L3 – Thursday 18th August 2022**
 - **GCSE – Thursday 25th August 2022**
- ▶ School will be open between 9am – 11am on results days
- ▶ Senior members of centre staff will be available in school on results days between 9am and 11am.
- ▶ **Results must be collected in person.** If you cannot attend, you can send someone else to collect your results. To comply with Data Protection laws, they must have a letter from you authorising them to do so. We may ask for them for photographic ID. Without a letter of authority, we cannot issue results.
- ▶ Any uncollected results will be posted to the address held on our systems. This may not be until school reopens for the Autumn term.

Post-results services

Full details of Post-results services are available in Post Results Procedures 2021 -2022 which will be available on the School Website nearer results day. There are strict deadlines for requesting these services and they can only be made by the school.

If you are unhappy with a result, you should speak to the Head of Department, who will check the feasibility of requesting a marking review. If appropriate, the school will pay for this request.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee to the centre and a request will be made to the awarding body on the candidate's behalf. Forms are available from the Exam Officer.

You have the right to appeal against a refusal to request an Enquiry about Results. See Complaints and Appeals procedures, a copy of which will be located on the School website.

Certificates

Awarding Bodies issue certificates as proof of the qualifications you have achieved at Stuart Bathurst Catholic High School. Employers or educational establishments may request them.

Certificates are issued by Awarding Bodies to the schedule shown below:

- Summer exams – certificates available from following November onwards
- November exams – certificates available from following March onwards
- BTEC/ Cambridge technical qualifications – certificates available approximately 2 months after overall qualification claim.

Once received in school they will be collated and stored for distribution.

Students who have completed Year 11 and Year 13 will be invited to collect their certificates at an Awards ceremony, generally held in November/December.

Any students who cannot attend may collect certificates in person from Reception following the Awards evening (with 24 hours' notice). No certificates will be issued before the Awards evening.

You will be required to sign for their collection. We do not post certificates. If you want someone else to collect them on your behalf, you must issue them with a letter of authority to do so and they will be required to show photographic ID.

Uncollected certificates are stored for a minimum of 5 academic years, after which time they are securely destroyed. A record of certificates destroyed in this manner is retained for 5 years.

Replacement certificates are only available from each awarding body on payment of associated fees. Stuart Bathurst Catholic High School will not pay for replacement certificates.

Complaints and appeals procedure

Full details of Complaints and appeals procedures will be available on the School Website.

JCQ DOCUMENTS – Please familiarise yourself with these websites

<https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice-21-22.pdf>

<https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-Written-Examinations-2021-v5.pdf>

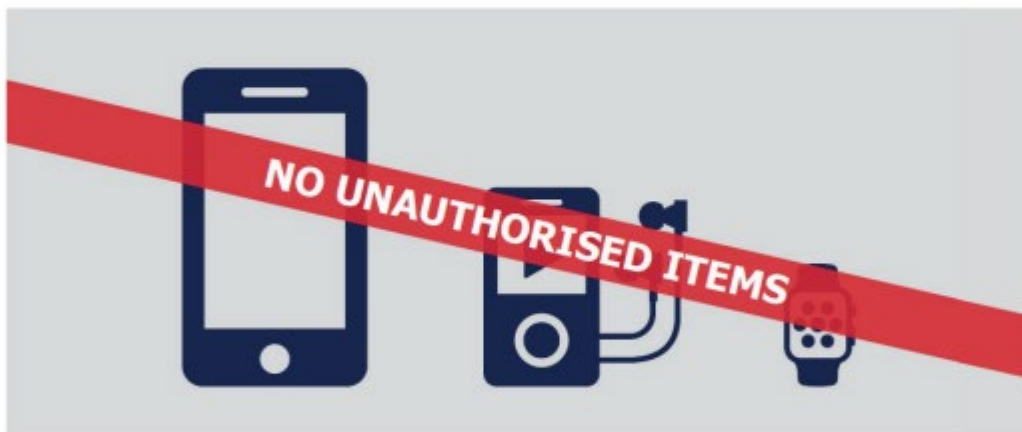
<https://www.jcq.org.uk/wp-content/uploads/2021/09/Social-Media-Information-for-Candidates-Final.pdf>

<https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-Coursework-Assessments-2021-v4.pdf>

<https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-NE-Assessments-2021-v4.pdf>

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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.

This poster must be displayed in a prominent place outside each examination room.



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.