

# CANDIDATE EXAM HANDBOOK

## 2023/24

This handbook is reviewed and updated annually

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## Introduction

Gordon's 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

Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice - Policies and Procedures)

Information for candidates, such as social media, as example:

### **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...

Refer to **Malpractice Policy - Exams** on the school website

## 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 (attached)

Refer to GR 6 and Information for candidates – Privacy Notice

## 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

Refer to GR 6

## Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (attached)
- Completion of NEA's usually takes place during the Spring Term of the final year
- Students/parents/carers will be informed via Departments when NEA's are taking place and given any relevant deadlines
- Please see Appendices at the end of this booklet for the full JCQ notice on NEA's and the Gordon's School Internal Review Process can be found on the school website – Curriculum – Examinations.

The centre will notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. (GR 5.8) all attached

## Written timetabled exams

- Individual candidate timetables will be issued in the Spring Term
- Candidates must check timetables including the date, time, subject title and level for all written exams and refer any questions to the Examinations Officer
- Check if you have any clashes, where you have two subjects scheduled for the same time, these will need to be referred to the Examinations Officer
- Check if you have more than 6 hrs (A Level) or 5.5 hours (GCSE) of exams in one day, these will need to be referred to the Examinations Officer
- The JCQ information for candidates documents can be found attached to this document and on the school website
- Exam room posters – Warning to candidates, Unauthorised items can be found attached to this document and on the school website

## Contingency sessions - Summer 2024

Ofqual has set the afternoons of Thursday 6<sup>th</sup> and 13<sup>th</sup> June and the day of Wednesday 26<sup>th</sup> June.

These dates will be used if a significant, unexpected event arises nationally or locally during the exam period such that no students (or large number of them) are able to take an exam when planned. Students should be available throughout the exam period, up to and including the 26<sup>th</sup> June, in case their planned timetable is disrupted

Refer to ICE 15

### **On-screen tests**

Any on-screen tests will take place in India 2 or 4. Rooms will be identified on the main school timetable. JCQ Information for Candidates document – on-screen tests attached

Refer to Information for candidates – on-screen tests

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

- Check if you have any clashes, where you have two subjects scheduled for the same time, these will need to be referred to the Examinations Officer
- Depending on the timing/circumstances of the clash students will be offered to sit one examination after another (with a short supervised break without revision materials) or one exam to be sat in the morning session with the other in the afternoon session (students will be supervised between each exam including their lunch break) paper revision material will be allowed
- Check if you have more than 6 hrs (A Level) or 5.5 hours (GCSE) of exams in one day, these will need to be referred to the Examinations Officer and an agreed timetable put into place which may include overnight supervision arrangements put into place

Refer to ICE 7

### **Where you will take your exams**

The majority of our exams will take place in the Gym (GCSE) and the Rec (A Level)

On screen tests will take place in India 2 and/or 4

Art & Photography exams will take place in PM1 and/or PM2

Music Exams will take place in Medway 4 and/or 5

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

- Morning exams usually start at 09:00, afternoon exams usually start at 13:30
- GCSE students will have an exam briefing in the Chapel at 08:45 (after registration) for morning exams and 13:15 for afternoon exams
- AS/A level students must arrive 15 minutes before the start of an exam (usually at the back of the Rec) where a member of staff will brief students
- The length of an examination is shown on your individual candidate timetables (if you have an access arrangement of extra time this needs to be added)
- The start and finish times (including extra time) will be displayed on the board at the front of the examination room
- There is at least one clock in the examination rooms
- Candidates with rest breaks will be given a note on their desk with the 'new' finish time after each break is taken
- You will not be allowed to leave the examination room earlier than the normal end time of the exam even if you have finished
- If you are finished, use this time to check over your answers and check you have written your name and candidate number on any additional sheets you may have used

- If you have finished you must sit quietly facing the front and do not turn around or look about the room, make any noise or distract other candidates in any way

### **Supervision during your exams**

- Exams are invigilated by a team of invigilators employed by the school
- Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times
- Invigilators are in the examination room to supervise the conduct of examinations and they must follow the strict rules and regulations when conducting exams as directed by the JCQ and Awarding Bodies
- The Examinations Officer and / or a member of the Wider Leadership Team will be present at the start of your exam for identification and discipline purposes
- Invigilators will distribute and collect the examination papers
- Read out all relevant JCQ instructions
- Tell you when to complete the front cover of the examination paper, start and finish the examination
- Hand out extra paper if required
- Deal with any problems that occur during the examination, for example a candidate feeling ill and report all incidents to the Examinations Officer
- If you wish to go to the toilet during an exam, put your hand up and an invigilator will escort you to the nearest toilets. You will not be allowed any extra time to do this unless you have a previous authorised access arrangement of rest break
- Invigilators cannot discuss the examination paper with you or explain any of the questions
- The invigilator will announce when you have 5 minutes left and tell you when to stop
- You must stop writing immediately and remain silent, facing the front. Remember that you are still under examination conditions until you have left the room
- Please note some of your peers may still be sitting an exam as they may be doing a different paper, which is longer, or have extra time so the exam room should remain silent
- Invigilators will collect all question papers, answer booklets and additional paper
- If you have used more than one answer booklet or loose sheets of paper, ensure your name and candidate number is written on them all and insert them inside your answer booklet
- Remain seated in silence until told to leave the exam room, usually done one row at a time
- Leave room in silence, do not scrape chairs, please show consideration for other candidates who may still be working
- Remember to collect any belongings, mobile phones, bags etc. on your way out of the exam room
- Do not congregate outside the exam room walk away from the entrance

### **Exam room conditions**

As soon as you enter the exam room you are under exam conditions (for full set of rules, please read attached Information for Candidates – Written Exams)

You must not:

- Speak
- Take in any notes into the exam
- Distract or communicate with other candidates

You must:

- Remove and switch off any technological or web enabled products like mobile phones / ipods / fitbits / watches (both digital or analogue) and place in boxes provided at the back of the exam room. If you are found to have any of these items with you, which is not allowed, even if you did not intend to use it, this will be reported to the Awarding Body

- Listen to and follow the instructions of the invigilator
- Face the front at all times
- Put your hand up if you need anything and wait for the invigilator to come to you
- Only take in a clear plastic pencil case with the equipment needed for that exam
- When instructed complete the front cover of your answer booklet
- Centre number, subject title, paper number will all be written on the white boards at the front of the hall
- Candidates must not open the paper until the invigilator starts the exam
- Any calculator covers must be removed and placed upside down on the floor

Refer to ICE 23

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

- You will be asked to line up in surname alphabetical order outside the exam room
- If there is more than one exam going on at the same time you will be asked to line up in separate queues
- The invigilator will instruct when each group is to enter the exam room and direct to seating
- Each candidate will have a card on their desk identifying their name and candidate number

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

- A member of WLT and/or the Exams Officer will be outside the exam room for identification & discipline purposes
- Each candidate will have a candidate card on their desk which has a four digit candidate number, this is used by all the Awarding Bodies to identify you. You must write it on all your examination papers. It is a good idea to remember it
- You must write your name and number exactly how it appears, please note legal names are used for exams, not 'known as' names
- At the beginning of the exam invigilators will come round the room to take the register, they will take this information from your exam card

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

- You are responsible for providing your own equipment for examinations
- You must not lend equipment or attempt to borrow from another candidate in the examination room
- Only material listed on the question paper is allowed in the examination room
- You must not have on or near you any other material

You will need:

- Transparent pencil case or clear plastic bag
- Black ball point pens – no blue pens and no gel pens as scanners may not be able to read blue/gel ink
- Pencil, sharpener and rubber eraser – no correction fluid or pens
- Ruler with cm and mm
- Highlighters must not be used in your answers but can be used on question papers if these are not being sent to the examiner
- Calculators may be allowed for some exams. No instructions or lid, make sure you have new batteries and that they are reset. (see section below on using calculators)
- Clear plastic drink bottle (if desired) with water only and with any labels removed



## Using calculators

In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations
- Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents
- During an examination a calculator must not be able to offer any of these facilities:
  - a) language translators;
  - b) symbolic algebra manipulation;
  - c) symbolic differentiation or integration;
  - d) communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
  - a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements
- An invigilator may give a candidate a replacement calculator
- Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination
- A series of FAQs on the use of calculators in examinations may be found at:  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

## What you should not bring into the exam room

- Mobile phones, watches any potential technology/web enabled sources of information
- Any notes, books, revision materials
- Possession of unauthorised materials/items will be reported to the relevant exam board and could result in disqualification
- Unauthorised items in the exam room poster attached

## Food and drink in exam rooms

- No food is allowed in the exam room unless it has been authorised by the Examinations Office i.e. unwrapped cough sweet or sugar 'boost' for a diabetic
- A clear plastic water bottle (if desired) with all labels removed

## What you should wear for your exams

- Full school uniform must be worn at all times for written exams.
- Permission may be given in advance for Gordon's logo P.E. kit in certain practical exams.
- Sixth Form students are expected to adhere to the normal sixth form dress code

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

- We strongly advise that you bring as little personal belongings as possible to an exam. However, if you have a bag or coat it can be placed in the entrance hall of the Gym or back of any other exam room.

### **What to do if you arrive late for your exam**

- You should get to school as quickly as possible and report to the Examinations Officer in the School Office. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You must not enter an examination room without permission after an examination has begun.
- If you arrive very late, the school must inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide not to accept your work.

Refer to ICE 21

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

- Inform school immediately, preferably the Examination Officer direct, so that we can help and advise you
- If it is decided you are too ill to sit the exam where possible medical evidence (from your GP/Hospital) should be provided
- The school will complete a 'Special Consideration' request on your behalf. Please note a minimum of 15% of the complete assessment must be completed to receive a grade
- If you feel unwell but manage to attend the exam, please inform the Examination Officer so a 'Special Consideration' request can be completed
- If you feel ill during an exam put your hand up and an invigilator will assist you. If you think this has affected your performance inform the Examination Officer so a 'Special Consideration' request can be completed

### **What happens if you have an unauthorised absence from your exam**

- If you miss the examination, you cannot take it on another day. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time
- If you miss an exam without good reason, you risk not gaining your final GCSE or GCE

Refer to ICE 22

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

- If the fire or lockdown alarm sounds during an examination, the invigilators will tell you what to do
- Do not panic, do not communicate with other students and listen to the invigilators instructions
- Any type of interruption during your exam will be reported to the Awarding Body

Refer to ICE 25

### **Candidates with access arrangements/reasonable adjustments**

- Some students are entitled to various access arrangements they should have been put into place during the Autumn or beginning of the Spring Term and therefore been put into practice during your mock exams

- The Access Arrangement Co-ordinator will discuss arrangements with individuals before any exam seasons and informed parent/carers. This includes rooming
- All invigilators should be aware of your access arrangement, if you feel you are entitled to an arrangement but are not given it put up your hand and notify an invigilator who will investigate immediately
- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases)
- You should be aware that any adjustment is likely to be small and no feedback is provided.
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control
- The Examinations Officer must be informed immediately so that the necessary paperwork can be completed
- You will be required to provide evidence for your application

## Results

- Year 13 A Level & level 3 BTEC results can be collected from school from 08:00 on Thursday 15<sup>th</sup> August 2024
- Year 11 GCSE & level 2 BTEC results can be collected from school from 10:00 on Thursday 22<sup>nd</sup> August 2024
- Y10 & Y12 external BTEC unit results will be issued by tutors upon student return in September
- A Statement of Results will also be emailed to all students' school email addresses within 30 minutes of the collection time
- The Examinations Officer and Senior members of staff will be available on both results day

## Post-results services

Post-results services available:

- Copy of script
- Review of marking

On results day if you have not got the grades you need for sixth form/college/university

- Speak with a member of staff available on both results days who will be available for advice.
- If you feel strongly that you require a review of marking or copy of script to ascertain whether a review of marking would be viable a review of marking / access to scripts form will be in your results envelope and emailed to you. Complete the form and return to the Examinations Officer by the deadline stated on the form. All fees will need to be paid and student's signature obtained before a post-results service can be submitted.

Please note that if you apply for a Review of Marking results can go up, down or stay the same. If a grade goes up the fee charged will be reimbursed by the exam body

## Certificates

Certificates arrive in school during November of the examination year. They will be posted to the last home address held on the school system unless the Examinations Officer has been informed in writing of a change of address. If you were expecting a certificate and not received it by mid-December of the examination year please contact the Examinations Officer immediately

If you need replacement copies at a later date you will need to go directly to the awarding bodies to request a replacement at a substantial cost

### **Internal appeals procedure**

The schools Internal Appeals Policy (internal assessment decision) and (reviews of results and appeals) in exams can be found on the school website. (about us – reports & policies)

### **Complaints policy**

The schools Complaints Policy in exams can be found on the school website (about us – reports & policies)

## APPENDIX 1

### JCQ Information for candidates - coursework

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

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf)

## 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.

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf)

## APPENDIX 3

### JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen\\_Examinations\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf)

## APPENDIX 4

### JCQ Information for candidates – written exams

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

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written\\_Examinations\\_Sep2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf)

## APPENDIX 5

### JCQ Information for candidates – Privacy Notice

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

[https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf)

## 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.

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>

### 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.*"

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)

### JCQ *Warning to candidates* poster

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

[https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022\\_23.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf)

