

Candidate Exam Handbook

2021/22

This handbook is reviewed and updated annually

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Introduction

Malmesbury 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.

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 candidate's 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

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.

This is not a complete list, and therefore you must read the JCQ regulations sheet (s) very carefully. Malmesbury School, as a centre, has a duty to report all examples of malpractice to the examination bodies. A copy of the JCQ publication "Suspected Malpractice: Policies and Procedures 2021 – 2022" is available on the school website under Examination Policies.

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 [Examinations – Malmesbury School](#)

Copyright

The copyright of any 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

You will have already seen and approved a coursework/controlled assessment form to indicate that you have received Malmesbury School's policies for coursework/non-exam assessment and coursework decisions; internal assessment appeals and JCQ notices regarding coursework/non-exam assessments. NEA and coursework documents and policies have been updated and these are available on the school website:

[Examination Policies – Malmesbury School](#)

Assessments take place during Year 10 and 11, and your teacher will notify you of any assessments and relevant deadlines that must be met.

Non-exam assessments are usually internally marked and externally moderated, and you will be informed of your centre assessed marks by 31st March (7th May for GCSE Art).

You have the right to appeal the centre assessed marks, but there is a strict deadline for this. Details are in the Internal Appeals Procedure, which can be found on the school website, and a copy of the Reviews of Marking document is also attached.

Written timetabled exams

All candidates receive a Candidate statement of entry (to check that personal details and exam entries are correct). Please take the time to check this information is correct and report any concerns to Mrs Ashton in the Exams' Office immediately.

You will also receive a Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments).

The JCQ information for candidates' documents – written examinations, social media are available on the school website.

Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)

Contingency day - Summer 2022

The awarding bodies have designated Wednesday 29th June 2022 as a 'contingency day' for examinations.

On-screen tests

If you have any on-screen tests, you will be notified about these separately, as they are usually in a "window of opportunity" and can take place at different times during a particular week. These applies to Finance exams and some BTEC courses.

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

A clash of exams occurs when two or more examinations have been timetabled at the same time, for example English and RS. If you have a clash, don't panic! You will be notified of the resolution; you may for example take one exam earlier or later than the published time, and if this is the case you will be under formal supervision throughout the two exams. You may be asked to bring in lunch or a snack to eat during a break of exams. You will not be allowed access to your mobile phone during any break.

If you have two papers for the same subject at the same time, this IS NOT deemed a clash, and the second paper will follow the first, with usual invigilator supervision.

Where you will take your exams

Most exams will take place in the main school hall or gym, but some exams will take place in classrooms, and if you are entitled to some access arrangements, you may not be in the hall at any time.

All exam rooms will be detailed daily with your seating plan on the canteen window and the hall window, next to the entry, together with any briefing session. It is your responsibility to check the seating plan.

What time your exams will start and finish

Morning exams will start at 9:15am, and afternoon exams start at 1:30pm. You should be at your exam room **15 minutes before the start of the exam.**

Supervision during your exams

Exams are supervised by a team of invigilators and teaching assistants

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. Students are expected to behave in a respectful manner towards all invigilators and staff and always follow their instructions. They are not allowed to discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room and referred to a member of the Senior Leadership Team.

Exam room conditions

Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator

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

Details of the exam you are sitting will be displayed in the exam room (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)

You will need to complete the front cover of the exam paper with all your relevant information: first name and surname that matches their entry information, candidate number etc. and that this **must not** be completed until instructed to do so by the invigilator

Read the questions carefully! You will not be allowed to leave the exam room early. Use any remaining time to check your answers.

Question papers/booklets must not be taken from the exam room.

Remain seated until you are told to leave.

Where you will sit in the exam room

You must sit in the room/seat allocated to you on the seating plan.

How your identity is confirmed in the exam room

You will be identified by your teachers, teaching assistants or senior members of staff before you go into your exam room.

What equipment you need to bring to your exams

You will need a see-through pencil case for your exams, containing **black** pens, pencil, a pencil sharpener, an eraser, a ruler, protractor, and a compass. For some exams, you may need coloured pencils. A pencil case with basic equipment needed is available to purchase from the Independent Learning Centre (library).

For some maths and science exams, you will need a calculator (please see below). You must clear the calculator memory before your exam.

You should NOT bring mobile phones or any other electronic device, including any watches to exams.

Using calculators

You must be aware of the JCQ awarding body instructions regarding the use of calculators in exams. You may use a calculator unless prohibited by the awarding body's specification, and you are responsible for making sure that your calculators meet the awarding bodies' regulations. If you are in any doubt about your calculator, please check with a teacher in the Maths' Department.

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 formulas.

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 formulas.
 - text.

What you should not bring into the exam room

No unauthorised materials should be brought into the exam room. This includes notes, books, papers, i-pods, mobile phones and watches (including smart watches).

If you take any unauthorised items into the exam room, you could face disqualification from either the subject, or all your exams.

Food and drink in exam rooms

You are allowed to bring water in a clear bottle with a sports top into the exam. No other food or drink is allowed, unless you have a medical reason, e.g., diabetic. In this case, anything should be given to an invigilator to look after.

What you should wear for your exams

You must wear full school uniform for your exams, including black shoes.

Where your personal belongings will be stored during your exam

You will need to leave your bag outside the hall or exam room.

If you have any valuables such as wallets or mobile phones, you must hand them in before the exam; they will be placed in a numbered see-through wallet and you will get a corresponding numbered ticket to claim your valuables at the end of the exam, usually from student services. This will be your last opportunity to hand in your mobile phone without penalty!

What to do if you arrive late for your exam

If you arrive after the start of an exam, you will be allowed to enter the exam room and sit the exam.

If you arrive more than an hour after the published starting time for an examination which lasts one hour or more, i.e., after 10:00 am for a morning exam or after 2:30pm for an afternoon exam, you will be considered **very late** for the exam. For exams that last less than one hour, you will be considered **very late** if you arrive after the awarding body's published finishing time for the exam.

If you arrive **very late**, Malmesbury School is required to notify the exam board. Your exam script is sent off in the usual way, but you will be warned that they may not accept your script.

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

If you experience difficulties during the examination period (e.g., illness, injury, personal problems) please inform the school at the earliest opportunity so that we can help or advise you.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Ashton, Examinations' Officer, without any delay in all cases where an application is to be made for special consideration.

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

There will be no scheduled fire alarms during exams, so if the fire alarm goes off, please listen carefully to instructions from the invigilators.

If necessary, you will stop writing, evacuate the exam room in silence and assemble on the designated emergency area. You will then return to the exam room, when it is safe to do so, and continue with the exam. You will be allowed the full time for the exam, and a report will be sent to the examining body.

There are contingency plans in place if you cannot return to the exam room.

Candidates with access arrangements/reasonable adjustments

You may be entitled to access arrangements, for example, extra time. You should already know what your access arrangements are, but if you have any doubt, please see a member from staff from the Learning Support department.

Results

You can collect your results from the school canteen on Thursday 18th August (A level results) and Thursday 25th August (GCSE results). Your results will be deemed 'provisional' as they may be subject to change, following any enquiries about results. Results will be available from 8:30 a.m.

Senior members of staff will be available immediately after publication of results.

If you are unable to collect your results, you can ask a friend or relative to collect on the day. You must supply a written letter authorising collection on your behalf to Mrs Ashton in the Exams' Office. If your results are not collected, they will be posted home to you first class.

Post-results services

There are several post-results services available to students, such as enquiries about results and access to scripts. You need to complete an enquiry about results' form, and this details deadlines and costs of services; this form must be signed by the candidate. Malmesbury school cannot make an enquiry without full payment.

Certificates

GCSE certificates will be presented at a Presentation Evening. Please keep us informed of your contact details, so that we can send you an invite. Any uncollected certificates will be available from the Exams' Office or if not possible, posted by recorded delivery. We cannot replace certificates.

Internal appeals procedures

Malmesbury School's internal appeals procedures are available on the school website:

[Examination Policies – Malmesbury School](#)

You can appeal following receipt of your internal assessment marks, which will be available by the 31st March (7th May for Art & Design). If you wish to appeal, you must complete an Internal Appeals Form, which is available as an appendix on the internal appeals' procedure document, detailed above.

Complaints and appeals procedure

A complaints and appeals procedure are available on the school website.:

[Examination Policies – Malmesbury School](#)

JCQ Information for candidates - coursework

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

[Examination Policies – Malmesbury School](#)

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.

[Examination Policies – Malmesbury School](#)

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).

[Examination Policies – Malmesbury School](#)

Appendix 4

JCQ Information for candidates – written exams

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

[Examination Policies – Malmesbury School](#)

Appendix 5

JCQ Information for candidates – Privacy Notice

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

[Examination Policies – Malmesbury School](#)

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.

[Examination Policies – Malmesbury School](#)

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

[Examination Policies – Malmesbury School](#)

Appendix 8

JCQ *Warning to candidate's* poster

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

[Examination Policies – Malmesbury School](#)