



Candidate Exam Handbook

2022- 2023

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Introduction

City of Peterborough Academy 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 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
- To inform candidates of 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 e.g. mobile phone, notes, watches
 - Breaches of examination conditions e.g. disruptive behaviour, not following invigilator instructions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) e.g. verbal communication, passing written notes to another candidate
 - Offences relating to the content of candidates' work e.g. inclusion of offensive/obscene material, plagiarism
 - Undermining the integrity of examinations/assessments e.g. deliberate destruction of work, alternation of any results documents

The *Information for candidates – social media* states: Appendix 1 (Effective from September 2021)

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
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning
- the loss of marks for a section, component or unit
- disqualification from a unit, all units or qualifications
- a ban from taking assessments or exams for a set period of time

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 (Appendix 1)

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 their 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 (please speak to the Exam Officer directly)

Coursework assessments/non-examination assessments

- 'Coursework' relates to AQA Applied General, OCR Cambridge Nationals, and ELC qualifications
- 'NEA (Non-examination assessments)' relates to GCSE specifications
- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media (copies of these can be found on the school website under 'Key Information – Examinations')
- Subject teachers will advise candidates when coursework/NEA will take place during the course
- All deadlines for coursework/NEA will be confirmed by subject teachers
- Candidate's work will be marked in accordance with the awarding body's specification, teaching staff have appropriate knowledge, understanding and skill and have been trained in this activity
- Candidates will be informed of their centre assessed marks in writing at the end of the course and will be given the opportunity to request a review of the centre assessed mark before it is submitted the awarding body BTEC
- For BTEC, candidates will complete internally assessed units
- Internal units are assessed by the teacher and subject to external standards verification.
- Subject teachers will advise candidates of internally assessed unit deadlines throughout the course

Written timetabled exams

- Candidate statement of entry will be available mid-February in SIMS, candidates should check that personal details and exam entries are correct and report any issues to the Exam Officer immediately
- Candidate exam timetable will be available in SIMS to ensure candidates know the date and time of all their written exams. Exam rooms and seat numbers can also be viewed in SIMS when downloading the exam timetable
- For further information, please see the JCQ information for candidate's documents – written examinations (Appendix 1), social media (Appendix 1). An electronic copy of these documents are also available on the school website
- Exam room posters – Warning to candidates (Appendix 3), Unauthorised items (Appendix 2). These posters will also be outside each exam room

Contingency days - Summer 2023

In the event of a national or significant local disruption to examinations, the awarding bodies will designate 'contingency days'. The contingency days for examinations in June 2023 are Thursday 8 June, Thursday 15 and Wednesday 28 June.

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

- If a candidate is taking two or more papers in a session (AM or PM) and the total time is **three hours or less**, both papers must be taken in the same session. Candidates may have a supervised rest break (no longer than 20 minutes) between papers but this must be conducted within the exam room, under *formal examination conditions*.
- If a candidate is taking two or more papers timetabled in the same session and the total time is **more than 3 hours** (including approved extra time allowances and/or supervised rest breaks), candidates may be able to move one paper to a later or earlier session in the same day. Candidates must be under *centre supervision* between the exam sessions.
- Candidates should speak to the Exam Officer if they have a clash of any sort, to discuss.
- Formal examination condition*: no access to any unauthorised material or be able to speak to other candidates or staff members other than the invigilator and exam office staff until all papers are complete.
- Centre supervision*: Candidates will be in a separate room, supervised by a member of the exam team and will not be allowed access to any unauthorised material (including phones/laptops) but will be able to revise, eat lunch etc. Candidates will then be escorted to the exam room for the second session of the day.

Where you will take your exams

- All exams will take place in the Sports Hall.
- Candidates with exam Access Arrangements may be in a smaller exam room, close to the Sports Hall

What time your exams will start and finish

- Exams start at 9.00am and 1.30pm
- Candidates must remain in the exam room for the duration of each the exam

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 the exam awarding bodies. Candidates must listen carefully and follow all instructions from the invigilators.

Exam room conditions

- Candidates should line up outside the exam room, in candidate number order, at their designated door (a poster outside the exam room will confirm your door).
- You are under *formal 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 or disturb other candidates
- In every exam room, the following information will be displayed on the white board; centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam
- At the beginning of every exam, candidates will be asked to complete the front of their answer books with your legal name and candidate number (this information will be on a candidate card on your exam desk) This **must not** be completed until instructed to do so by the invigilator
- If, during the exam you need extra paper, raise your hand to attract the attention of an invigilator.
- At the end of the exam, candidates will be dismissed row by row. Always remember there may still be other candidates completing an exam so you must leave in silence.

Where you will sit in the exam room

- ❑ Candidates are seated in candidate number order by exam paper. Seats 'snake' from the front of the room to the back.
- ❑ Candidates should enter the room in candidate number order, exam staff will direct you where to go. If you cannot find your seat, please speak to the Exam Officer or one of the Invigilators who will help you locate your seat. Do not speak to other candidates to ask for help finding your seat.

How your identity is confirmed in the exam room

- ❑ Candidate cards are placed on exam desks at the start of the exam. The cards include the candidate's photo; this is to help the Invigilators identify candidates.
- ❑ Candidate cards must not be removed from the exam room.

What equipment you need to bring to your exams

- ❑ Candidates will be provided with all equipment needed for each exam.
- ❑ Where an exam required clean copies of formula booklets or reading texts, these will be provided to you.

Using Calculators

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

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

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 formulae.

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 formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

(Captured from [JCQ Instructions for conducting examinations 2022-2023](#), section 10.3, September 2022)

What you should not bring into the exam room

- The following items should not be brought into the exam room; notes, iPod, a mobile phone, a MP3/4 or similar device, any sort or wrist watch
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

Food and drink in exam rooms

- No food should be brought into the exam room, this includes sweets or mints.
- You may bring a bottled drink into the exam room, the bottle should be see-through and free from any labels or writing.

What you should wear for your exams

- School uniform should be worn to all exams
- No hats or other headwear are allowed to be worn in the exam room, with the exemption of religious headwear.

Where your personal belongings will be stored during your exam

- All bags, coats and unauthorised items should be left in your locker or stored in the Sports Hall changing room for the duration of the exam.

What to do if you arrive late for your exam

- If you arrive late to an exam, you must report to the exam officer as soon as you arrive in school.
- If you arrive within 1 hour of the official start time (10am or 2.30pm), you will be permitted to enter the exam room and be given the full time.
- If you arrive very late (after 10am or 2.30pm) you will still be permitted to complete the exam. A full report will be sent by the exam officer, giving the reasons for the late arrival but the exam board may not accept your exam paper.

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

- If you are unwell on the day of an exam, you or your parent, should contact the school as soon as possible to discuss. If you are unable to attend, a self-certification form (JCQ form 14) will need to be completed and a request for special consideration may be applied for. This is not a guarantee that the exam board will accept the form and they may ask for further evidence.
- If you are feeling unwell but are still able to attend the exam, a special consideration application can be made.
- If you feel unwell during an exam, raise your hand to get the attention of an invigilator. If needed, you will be able to leave the exam room if supervised. If after a short break you are able to return to the exam, you will be given the full time. If you are too unwell to return to the exam room, an application for special consideration may be made.

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

- If there is an emergency during an exam and the exam room needs to be evacuated, candidates should remain silent and listen to the instruction of the invigilators.
- All exam materials should be left in the exam room and silence must be maintained throughout the evacuation.
- If the Head of Centre confirms you can re-enter the exam room after the evacuation, you will be given the full exam time.
- A report will be submitted to the exam board and special consideration will be applied for all effected candidates.

Results

- GCSE results – Thursday 24 August 2023
- A provisional statement of results will be issued on the date above. Candidates are invited into school to collect their results.
- There will be senior members of staff and some subject teachers available on results days to discuss your next steps.
- If you cannot collect your results in person, you may request an emailed copy (this request must be made prior to results day) or you can nominate a person to collect your results for you.

Certificates

- Certificates will be available in school from mid November 2023
- Certificates are issued during our Prize Giving Event in December 2023 or can be collected in person anytime during the school day after the event.
- If you are unable to collect your certificates, you may nominate a person to collect on your behalf. This must be written consent to the Exam Officer (paper or email consent is acceptable)

Important documents to read

It is important that you read the following documents available on the school website: <https://www.cityofpeterboroughacademy.org/examinations>

- Information for candidates – coursework – 2022 – 2023
- Information for candidates – non examination assessments 2022 – 2023
- Information for candidates – written exams 2023 – 2023
- Information for candidates – Privacy Notice 2022 – 2023
- Information for candidates – Social Media

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.”*



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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.

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

JCQ Warning to candidates 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.