

Prepare | Aspire | Succeed



# Candidate Exam Handbook

## 2022/2023 Exam Series

## Introduction

The Cottesloe 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.

This handbook should be read in conjunction with the information supplied on The Cottesloe School website, exams section: <https://www.cottesloe.bucks.sch.uk/curriculum/examinations>

Purpose of the candidate exam handbook is

- 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
- 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
- to make aware that the school can be inspected by JCQ unannounced at any time an exam is taking place.

## 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 e.g. communicating, making noises and disturbing other candidates.
  - Exchanging, obtaining, receiving, or passing on information that could be examination related (or the attempt to).
  - Offences relating to the content of candidates' work.
  - Undermining the integrity of examinations/assessments.

Malpractice in the exam room will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop. If the behaviour persists or there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Officer. Malpractice within the classroom whilst carrying out the non-examination assessment will be dealt with by the Subject Teacher and the Exams Officer.

### 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](#) (found on the school website).

### Timetables

- A few months before your external exams you will be issued with an individual exam timetable.
- Please check the information on the timetable carefully and if there is anything wrong, advise your Subject Teacher and the Exams Officer as soon as possible.
- A more detailed timetable will be issued nearer to the exams which will include details of which room you are sitting the exam in and your seat number. Please check the room and seat number for each exam as it may not be the same for all exams.
- Exam room posters – [Warning to candidates](#) and [Unauthorised Items posters](#) will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations – copies are available under the Examinations section on the school website and also at the end of this booklet.

### What time your exams will start and finish

- Your exam will normally start at 9am for a morning session and 1pm for an afternoon session however please check your timetable for afternoon exam start time.
- Please make sure you arrive at least 15 minutes before the start of the exam. An exam briefing will take place before you enter the exam room.
- Please make sure you go to the toilet before the exam as you will only be allowed to go to the toilet during the exam in exceptional circumstances. If you have a medical issue which means you have to go to the toilet regularly, please inform the Exams Officer in advance of your first exam.
- You will not be allowed to leave the exam before the end. Also, if the exam finishes before 10am in the morning or 2:30pm in the afternoon you will have to stay in the exam room under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

### Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by the school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations.
- Invigilators are required to read the announcement at the start of every exam, even though you have heard it before!
- It is the job of the invigilator to watch students as they do their exams. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance.
- The invigilator cannot give you any help with your exam.
- You should come fully equipped for every exam. Each exam room will have a small

supply of stationery e.g pens and if you need anything, please raise your hand and they will come to you. You must have your own calculator A spare will only be provided should yours fail to work.

- The Exams Officer and the invigilators are also responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

### **Exam room conditions**

- When you arrive at your exam room you will be informed where to leave any bags, therefore you must make sure you have all the required equipment for your exam out of your bag in a clear pencil case or even a clear plastic wallet for ease. Ensure that your mobile phone is switched off and any other electronic devices have been left in your bag and that you have nothing in your pockets. All watches must be removed also. (smart or not!)
- **Once seated you will be given one last reminder to hand in your phone and watches, if you do have anything to hand in at that point they will be kept in a numbered plastic wallet to which you will be given the corresponding number therefore you can be sure you will receive your own belongings back! You will not be in trouble if you hand items over at this point however after this final warning there will be consequences which are likely to be your paper will score 0 or worse if actually caught using them. Unauthorised items cannot be on your person even if switched off and you have no intention of using it. IT IS AGAINST THE REGULATIONS AND THE CENTRE IS COMMITTING MALPRACTICE IF WE FAIL TO REPORT AN INCIDENT.**
- You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that **you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.**
- You should find your seat quickly and quietly. There will be letters on the walls to help you find the row you will be sat on. Invigilators will help you if you can't find your seat. **Do not ask** another candidate.
- You must listen to and follow the instructions of the invigilator at all times in the exam room.
- The exam paper will have been placed on your desk before you enter the room. Please do not attempt to look inside and read anything. This is malpractice.
- Please don't write anything on the front of the paper until you are advised to do so by the invigilator.
- At the front of the room, you will see that the centre number, name/code of the exam, day, date and time are displayed. You will need this information when you are asked to fill in the front of your exam paper.
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this, it is very important.

- When the exam starts, the invigilator will display the start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please put your hand up and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your Name, Centre number, candidate number and question the number on any additional sheets of paper you may use.

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

Your exam desk will have a candidate card on it with your photo on it so that invigilators can identify you. **PLEASE DO NOT REMOVE THESE OR DEFACE THEM.**

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

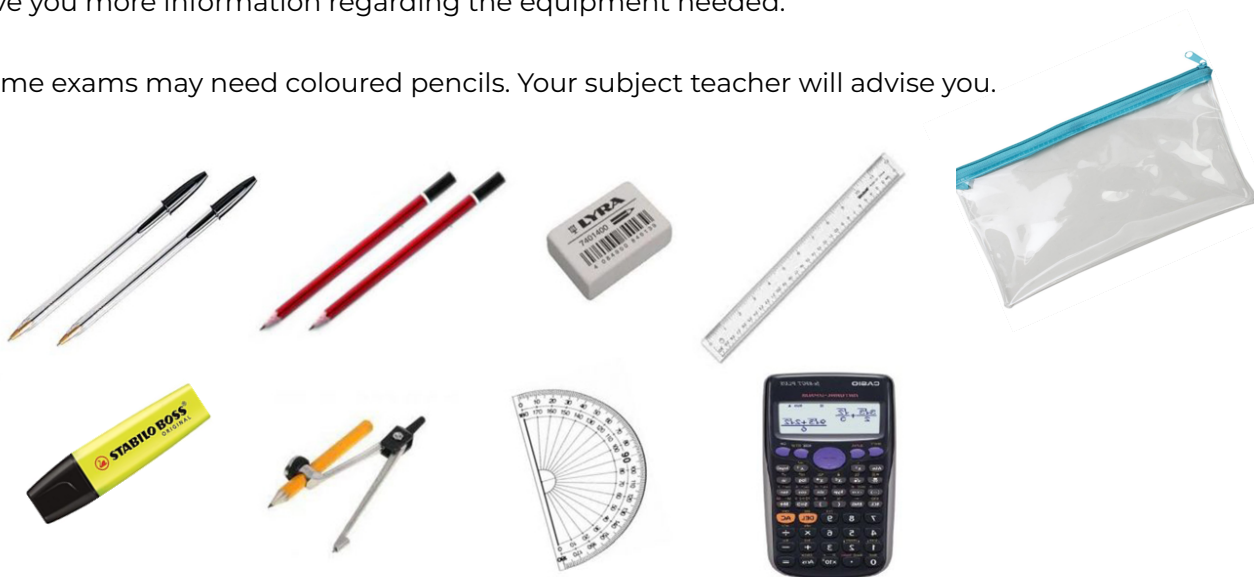
You will need:

- A black ball-point pen (must be black) and spares
- Pencil
- Ruler
- Eraser
- Highlighter (can highlight the question paper **but not your answers**)
- Clear pencil case
- Scientific calculator (unless the exam does not allow a calculator) without a lid/cover.

**PLEASE NOTE IF YOU FORGET YOUR CALCULATOR YOU WILL NOT BE ISSUED WITH ONE,** a replacement will only be given if the battery fails in yours.

Maths exams will also require a protractor, set square and compass. Your Maths teacher will give you more information regarding the equipment needed.

Some exams may need coloured pencils. Your subject teacher will advise you.



<p>Calculators <b>must be:</b></p> <ul style="list-style-type: none"> <li>• of a size suitable for use on a desk;</li> <li>• either battery or solar-powered;</li> <li>• free of lids, cases and covers which have printed instructions or formulas.</li> </ul>	<p>Calculators <b>must not:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> <li>○ language translators;</li> <li>○ symbolic algebra manipulation;</li> <li>○ symbolic differentiation or integration;</li> <li>○ communication with other machines or the internet;</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason.</li> <li>• have retrievable information stored in them <ul style="list-style-type: none"> <li>○ this includes databanks</li> <li>○ dictionaries</li> <li>○ mathematical formulas</li> <li>○ text</li> </ul> </li> </ul>
<p>The candidate is <b>responsible</b> for the following:</p> <ul style="list-style-type: none"> <li>• the calculator's power supply</li> <li>• the calculator's working condition</li> <li>• clearing anything stored in the calculator</li> </ul>	

Taken from [JCQ Instructions for conducting examinations 2022-2023](#) Section 10.3

## **What you should not bring into the exam room**

It is very important that you do not enter the exam room with any unauthorised items in your possession. These items include:

- Mobile phones
- MP3/4 players
- Any watch (Smart or not!)
- IPods
- Any other similar electronic devices
- Electronic Earphones
- Notes and study guides
- Own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables.

### **Food and drink in exam rooms**

- You are allowed to take a small transparent bottle of water into the exam. The label must be removed before you enter the exam room.
- Food is not permitted in the exam room unless for medical reasons which have been discussed with the Exams Officer in advance.
- If you have any medication to take during the exam, please advise the Exams Officer in advance.

### **What you should wear for your exams**

Full school uniform or if you are in the Sixth Form - normal Sixth Form dress code must be worn in examinations

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

- You must arrive at least 15 minutes before the start of your exam.
- If you are late for any reason, please report to the Exams Officer
- The Exam Officer will escort you to the exam room.
- You will be given the full time allowed for your exam. If you arrive extremely late for exams (after 10am for a morning exam and after 2pm for an afternoon exam) you will sit the exam but there is a chance that the exam board will not mark your paper.

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

- It is really important that you attend school for all exams unless you are seriously.
- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact Student Absence immediately. You may need to provide medical evidence to confirm your illness.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.
- The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam.

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

Your exams are extremely important and it is vital that you attend all exams. If you do not turn up for an exam you will receive a zero mark and your parents/carers will be invoiced for the exam entry fee. On average, this is approximately £60 per exam but varies depending on the exam/exam board. Please advise your Head of Year / Exams Officer of any issues you have around exam time.

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

In the event of an emergency, the invigilator will stop the exam and give instructions to you.

You must:

- Stop writing and close your exam paper
- Stay seated until the invigilator advises you to leave the room.
- Follow your designated invigilator to the pre-arranged meeting point

You must not:

- Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators.

- Collect any personal belongings, unless advised to do so by the invigilators. If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

### **Candidates with access arrangements**

If you are a student who is entitled to an Access Arrangement and you are unsure of how your access arrangement will work, please speak to Ms Hibbert.

### **Results**

A Level / Btec results day is Thursday 17<sup>th</sup> August 2023, GCSE / Cambridge National results day is Thursday 24<sup>th</sup> August 2023. Further details to follow.

### **Post-results services**

Enquiries about results decisions are made together with subject leaders and the students consent will be required before doing so. Further details to be provided and this information will also be available on the school website.

### **Certificates**

Your exam certificates are produced by the exam board and sent to school. We will advise you once they are available for collection (usually mid – late November). Certificates are only required to be kept by the school for one year however we do retain them up to 3 years. Certificates will be available for collection by the student between the hours of 8am and 3.30pm Monday to Friday. If you require someone else to collect them on your behalf, written permission must be received from the candidate by the Exams Officer and the person collecting certificates will need to show ID.

### **Complaints and appeals procedure**

The Cottesloe School has a policy in place regarding complaints and appeals relating to the delivery or administration of qualifications and an appeals procedure for internal assessment decisions. These are available from the Exams Officer upon request.





## Joint Council for Qualifications

**The following information needs to be read, the documents can be found at**

<https://www.cottesloe.bucks.sch.uk/curriculum/examinations>

- [JCQ Information for candidates – Written Exams](#)  
You must read this information before you take any externally assessed timetabled written exams.
- [JCQ Information for candidates - Coursework](#)  
You must read this information if you are undertaking qualifications that contain elements of coursework assessment.
- [JCQ Information for candidates – Non-Examination Assessments](#)  
You must read this information if you are undertaking qualifications that contain components of the non-examination assessment.
- [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).
- [JCQ Information for candidates – Privacy Notice](#)  
You must read this notice as it contains “Information About You and How We Use It”
- [JCQ Information for candidates – Social Media](#)  
You must read this information to help you stay within examination/assessment regulations when using 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 &amp; Guilds

CCEA

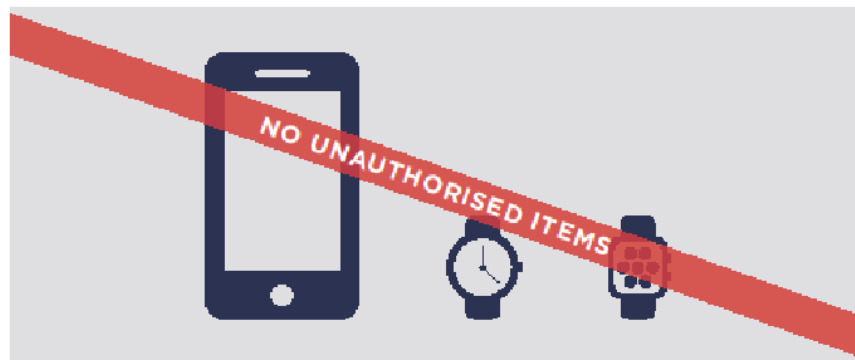
OCR

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.**

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**Good luck in your exams from everyone at  
The Cottesloe School!!**