

John Flamsteed Community School



Candidate Exam Handbook 2023/24

This handbook is reviewed and updated annually

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Contents

| | |
|---|----|
| Introduction | 4 |
| Purpose of this handbook | 4 |
| Malpractice | 4 |
| Personal data | 5 |
| Copyright..... | 5 |
| Coursework assessments/non-examination assessments | 5 |
| Written timetabled exams | 5 |
| Contingency sessions - Summer 2024..... | 5 |
| On-screen tests | 5 |
| What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) | 6 |
| Where you will take your exams | 6 |
| What time your exams will start and finish..... | 6 |
| Supervision during your exams | 6 |
| Exam room conditions..... | 6 |
| Where you will sit in the exam room | 7 |
| How your identity is confirmed in the exam room..... | 7 |
| What equipment you need to bring to your exams | 7 |
| Using calculators | 7 |
| What you should not bring into the exam room..... | 7 |
| Food and drink in exam rooms..... | 7 |
| What you should wear for your exams | 7 |
| Where your personal belongings will be stored during your exam | 7 |
| What to do if you arrive late for your exam..... | 8 |
| What to do if you are unwell on the day of your exam..... | 8 |
| What happens if you have an unauthorised absence from your exam..... | 8 |
| What happens in the event of an emergency in the exam room..... | 8 |
| Candidates with access arrangements/reasonable adjustments..... | 8 |
| Results | 8 |
| Post-results services | 9 |
| Certificates..... | 9 |
| Internal appeals procedure..... | 9 |
| Complaints policy..... | 9 |
| APPENDIX 1 | 10 |
| JCQ Information for candidates - coursework..... | 10 |
| APPENDIX 2 | 10 |
| JCQ Information for candidates – non-examination assessments | 10 |
| APPENDIX 3 | 10 |
| JCQ Information for candidates – on-screen tests | 10 |
| APPENDIX 4 | 10 |

| | |
|---|----|
| JCQ Information for candidates – written exams | 10 |
| APPENDIX 5 | 10 |
| JCQ Information for candidates – Privacy Notice | 10 |
| APPENDIX 6 | 10 |
| JCQ Information for candidates – social media..... | 10 |
| APPENDIX 7 | 11 |
| JCQ <i>Unauthorised items</i> poster | 11 |
| APPENDIX 8 | 11 |
| JCQ <i>Warning to candidates</i> poster | 11 |
| CANDIDATE CONFIRMATION..... | 12 |

Introduction

John Flamsteed Community 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

Candidates must be aware of what malpractice is and the possible consequences.

- 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

If you commit malpractice, you may be sanctioned with a warning, loss of marks for a section/component/unit, or disqualification from a unit, all units in one or more qualifications or from all qualifications taken in a series, depending on the severity of the malpractice.

Candidates must also refer to the current Information for candidates, social media Appendix 6:

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 non-examination assessments and coursework, Appendix 1 and 2:

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...

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 5

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

Coursework assessments/non-examination assessments

- You will need to read the relevant JCQ information for candidates documents - coursework, non-examination assessments, social media - Appendix 1, Appendix 2 and Appendix 6
- You will be instructed by your subject teacher of the following information where relevant to each particular subject:
 - When assessments will take place
 - How candidates are informed about their assessments
 - Any relevant deadlines that must be met (dependent on the assessment type)
 - How work is marked/assessed etc.
 - When candidates are informed of their centre assessed marks. The school has an internal appeals procedure which needs to be followed if a candidate wishes to request a review of centre assessed marks.
 - Which NEA work is externally marked/assessed etc.

Written timetabled exams

- Candidates will be provided with a statement of entry which must be checked carefully to ensure all personal details are correct and exam entries are correct for each subject/tier. You must notify the Exams Officer of any discrepancies.
- You will receive an individual timetable and centre timetable which details the dates/times of all relevant exams during the exams season.
- You need to be familiar with the JCQ information for candidates' documents – written examination (Appendix 4), social media (Appendix 6) and exam room posters – Warning to candidates (Appendix 8) and Unauthorised items (Appendix 7)

Contingency sessions - Summer 2024

The contingency sessions for 2024 are Thursday 6 June 2024 pm, Thursday 13 June 2024 pm, and Wednesday 26 June 2024. You need to be available to sit exams on these dates in the event of national or significant local disruption during the exam period.

On-screen tests

Your subject teacher will give you information in advance in the event that you are required to take an on-screen test.

Refer to Information for candidates – on-screen tests Appendix 3

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

If you have a timetable clash, you will need to speak to the Exams Officer, who will discuss arrangements with you including:

- JCQ guidance on what constitutes a timetable clash
- How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately/after a short-supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)
- How a timetable clash over exam sessions will be managed and the centre supervision arrangements that will be put in place etc.

Where you will take your exams

You will take your examinations in the gym / drama studio as instructed, unless alternative arrangements for a different exam room have been made for you.

What time your exams will start and finish

- Exams will start at 9:00 am for morning sessions and 1:30 pm for afternoon sessions. You should arrive at the assembly point outside the exam room at least 15 minutes before the start of the exam.
- You must remain in the exam room under exam conditions until the published finish time of the exam.

Supervision during your exams

- Exams are supervised by a team of invigilators appointed by the school
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and will report any instances of poor behaviour or malpractice.

Exam room conditions

- Candidates will line up outside the exam room and be called into the exam room by name.
- Candidates are under formal exam conditions from the moment they are called to enter the exam room until they have been dismissed from the exam room at the end of the exam.
- Candidates must listen to and follow the instructions of the invigilator at all times.
- Candidates must not communicate with or disturb other candidates.
- Information relating to the exam will be displayed on the board at the front of the exam room (centre number, subject title, paper number; and the actual starting and finishing times and date of each exam)
- If you need to speak to an invigilator or require additional answer sheets/equipment, you must put up your hand and wait for an invigilator to come to you.
- If you need to leave the exam room temporarily eg for a toilet break, you must put up your hand and wait for an invigilator. Anyone leaving the exam room must be accompanied by an invigilator at all times.
- Candidates must not complete the front of their answer books until instructed to do so by an invigilator.
- Candidates must complete the front of their answer books with their full legal name, that matches their entry information and candidate number.
- Candidates must not open the question paper until the examination begins.

Where you will sit in the exam room

- You will be directed where to sit by the invigilators.
- Your Candidate ID card will be on the front of your desk and must remain visible to the invigilators throughout the exam.

How your identity is confirmed in the exam room

You will be called in to the exam room by a senior member of school staff. Your photographic Candidate ID will be on your desk.

What equipment you need to bring to your exams

- You should bring your equipment in a clear, see-through pencil case.
You need black pens, pencil, ruler, eraser and calculator if permitted for the exam.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams
- Where the use of a calculator is allowed, the candidate is responsible for making sure that their calculator meets the awarding bodies' regulations
- A calculator must not be able to offer the facilities of language translator, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet
- During an examination a calculation must not give access to pre-stored information, including databanks, dictionaries, mathematical formulae or text.
- A calculator cannot be borrowed from another candidate during the exam

What you should not bring into the exam room

- You should not bring any unauthorised items into the exam room, eg mobile phones, MP3/4 players or similar devices, AirPods, earphones/earbuds, iPods, watches or any other potential technological/web enabled sources of information, refer to unauthorised items poster, Appendix 7
- You should not bring a calculator unless it is permitted for your exam.
- If you bring unauthorised items into the exam room, this is malpractice, and could result in you being disqualified from that exam, subject or examination series.

Food and drink in exam rooms

The centre allows students to bring water only in a clear bottle with no labels that meets JCQ regulations into the exam room. No food is allowed. The only exception will be with prior consent to meet the specific requirements of a candidate with a documented medical need.

What you should wear for your exams

You must wear full school uniform for all exams.

Where your personal belongings will be stored during your exam

You must leave bags and coats outside the exam room. No unauthorised items can be taken into the exam room. Items are left at your own responsibility. You are recommended not to bring valuables into school on the day of an exam.

What to do if you arrive late for your exam

Candidates that arrive late/very late to exams will be met on arrival to school and accompanied to their exam room. The exams officer/member of SLT will ensure that all normal start of exam procedures are followed. Candidates will be allowed the full time for the exam and their start and finishing time be clearly indicated to them. Very late candidates will be advised that the awarding body may not accept their script for marking.

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

- The candidate or parent/carer must telephone school by 8.00 am or email the Exams Officer if a candidate is unwell and unable to attend an exam. As there will be no option to sit the exam at any other time, every effort must be made to attend, even if unwell.
- If a candidate is unwell but manages to attend the exam, alternative arrangements may be made to sit the exam in an alternative room if appropriate, if the candidate is contagious or being sick.
- If a candidate feels unwell during the exam, they must raise their hand to advise an invigilator. They may leave the exam room temporarily, accompanied by an invigilator if necessary.
- The Exams Officer can apply for special considerations for the candidate if appropriate and the candidate or parent/carer will have to provide medical evidence if requested.

What happens if you have an unauthorised absence from your exam

Any candidate absent at the start of the exam will be contacted/their parent/carer contacted as far as possible, to ascertain their location and reason for non-attendance. The member of SLT/Exams Officer starting the exam will contact Student Services/SLT to try and contact absent candidates and to assist with getting them to school if necessary. Persistent absentees and potential absentees may be contacted on exam days prior to the start of the exam to ensure attendance as far as possible.

There will be no opportunity to sit the exam at another time; the exam board will determine whether they will be able to award a grade in the event of a missed exam paper.

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

In the event of an emergency, candidates must follow the instructions of the invigilator. They will be requested to stop writing and remain seated awaiting further instructions. If candidates are required to evacuate the exam room, they must follow instructions, close their exam papers and remain in complete silence throughout the evacuation. They will be able to continue with the exam, with the full remaining time available upon return to the exam room as long as exam conditions/silence has been maintained throughout the evacuation.

Candidates with access arrangements/reasonable adjustments

- Candidates will be aware of any access arrangements in place for them prior to their first external exam. This will have been discussed with them by the Head of SEND.
- Candidates with access arrangement queries should speak to the Head of SEND/Exams Officer.
- Candidates with access arrangements may be accommodated in the main exam hall or other location and candidates will be aware of seating arrangements prior to their first exam.

Results

GCSE results day is Thursday 22 August 2024

Candidates will be given details regarding collection of GCSE provisional results by letter, prior to the end of the exams period.

Alternative arrangements for receipt of results can be made for candidates who are unable to attend school on results day; this must be arranged in writing to the exams officer, in advance of results day.

Senior members of centre staff will be available immediately after the publication of results for any queries regarding post results services and Post 16 options.

Post-results services

- Post results services - access to scripts and reviews of results and appeals are available to candidates.
- Requests for post-results services must be made through the centre.
- Post results procedures and appropriate deadlines and fees will be given to candidates on request
- Candidates are required to give their written consent for any post-results service, prior to it being requested

Certificates

GCSE Certificates are available for collection from school, from mid-November. The actual date that certificates are available from will be notified to candidates and published on the school website.

If a candidate is unable to collect their certificates personally, they can contact the exams officer to make arrangements for them to be collected by an alternative person.

Certificates will be retained in school for a period of 12 months and should be collected from school within this period.

If certificates remain uncollected, they will be securely destroyed according to exam board instructions.

Internal appeals procedure

Candidates may request a copy of the internal appeals procedure from the exams officer.

The internal appeals procedure includes:

- Details of the centre's internal appeals procedure and how candidates are informed of this
- The areas covered by the centre's internal appeals procedure
- How to appeal
- How to request a review of the centre's marking and timescales, etc.

Complaints policy

Candidates may request a copy of the Centre's complaints and appeals procedures from the Exams Officer

APPENDIX 1

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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.

Information for candidates – non-examination assessments 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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).

Information for candidates – on-screen 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 4

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 5

JCQ Information for candidates – Privacy Notice

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

Information for candidates – Privacy Notice
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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.

Information for candidates – social media <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

APPENDIX 8

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

CANDIDATE CONFIRMATION

You will need to confirm that you have received, read and understood the contents of this handbook.

If there is anything you do not understand, you should ask Mrs Parkman, Exams Officer or Mrs Stockley, Deputy Headteacher, Curriculum, Examinations & Data for clarification.

CANDIDATE EXAM HANDBOOK

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams