

# CANDIDATE EXAM HANDBOOK

## 2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
Data & Exams	
Date of next review	Sept 2024

## 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.....	6
On-screen tests.....	6
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.....	7
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.....	8
What you should not bring into the exam room.....	8
Food and drink in exam rooms.....	9
What you should wear for your exams .....	9
Where your personal belongings will be stored during your exam .....	9
What to do if you arrive late for your exam.....	9
What to do if you are unwell on the day of your exam .....	9
What happens if you have an unauthorised absence from your exam .....	9
What happens in the event of an emergency in the exam room .....	10
Candidates with access arrangements/reasonable adjustments.....	10
Results .....	10
Post-results services .....	10
Certificates.....	11
Internal appeals procedure .....	11
Complaints and appeals procedure.....	11
JCQ Information for candidates - coursework.....	12
JCQ Information for candidates – non-examination assessments .....	12
JCQ Information for candidates – on-screen tests .....	12
JCQ Information for candidates – written exams.....	12
JCQ Information for candidates – Privacy Notice.....	12
JCQ Information for candidates – social media.....	12
APPENDIX 1.....	13
JCQ <i>Unauthorised items</i> poster .....	13
APPENDIX 8.....	14

JCQ *Warning to candidates* poster ..... 14

CANDIDATE CONFIRMATION ..... 15

## Introduction

Woodlands 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 the current [Information for candidates – social media](#)

### **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...

Please also refer to the school's behaviour for learning policy and exams policy for additional information relating to behaviour and malpractice.

If any suspected malpractice takes place a full investigation will take place with involvement from the Head of Centre and the appropriate awarding body.

## Personal data

Awarding bodies will collect information about candidates in order to process entries and accredit certification. Your personal information is shared with awarding bodies using a secure file transfer system. Further information on what is shared and who with can be found in the data protection policy

**To understand what information is collected and how it is used from the awarding bodies, you must read the JCQ *Information for candidates – Privacy Notice* which can be found on the school website**

## 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

*Relevant JCQ information for candidate's documents - coursework, non-examination assessments, social media can be found on the school website*

- ▶ *All coursework and non-examination assessment dates will be given to students via their examination entry list*
- ▶ *Any non-examination assessment will take place during school time*
- ▶ *Candidates will be informed about non-examination assessments by subject teachers along with any relevant deadlines that must be met (dependent on the assessment type)*
- ▶ *Depending on the assessment some work may be assessed internally by teachers or externally by the exam board*
- ▶ *Candidates will be informed of marks gained for their work once marking has been completed*
- ▶ *Candidates have the right to appeal. Any appeals will need to follow the correct appeals procedure as detailed on page 11 of this document*

*Woodlands School will notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessment*

## Written timetabled exams

- ▶ *Candidates will receive a statement of entry to check that personal details and exam entries are correct*
- ▶ *If this information is incorrect the exams officer should be informed at the earliest opportunity*
- ▶ *Candidates will receive an exam timetable to ensure they know the date and time of all their exams/assessments, where they are sitting, which exam room etc. This document should be kept safe and referred throughout the exam season*
- ▶ *The JCQ information for candidates' documents – written examination and social media is available within the appendices of this handbook*
- ▶ *Exam room posters – Warning to candidates and Mobile Phone use will be placed around the examination room, outside the examination room and are also available as appendices of this handbook*

## Contingency Sessions - Summer 2024

The contingency sessions for Summer 2024 are:

Thursday 6<sup>th</sup> June – Afternoon

Thursday 13<sup>th</sup> June – Afternoon

Wednesday 26<sup>th</sup> June – All day

These dates must be kept free as you may be required to sit an exam

### On-screen tests

- ▶ *On-screen tests will be completed in a suitable room. Candidates will be under the same exam conditions as those for a written examination*
- ▶ *Candidates will be given an ID and password and must ensure the name of the test and their details are correct*
- ▶ *If the information is incorrect candidates must notify the invigilator and cancel out of the examination before starting*

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

- ▶ *A timetable clash is determined by taking two or more examinations within a session*
- ▶ *In the case of a timetable clash one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session*
- ▶ *Supervised breaks must be conducted in formal examination condition*
- ▶ *Candidates may refer to the overnight supervision information in the Exams Policy*

### Where you will take your exams

*The majority of examinations will be held in the Sports Hall. Exams can also take place in the Activity Studios, Drama rooms, the Performance Hall or any other suitable room within Woodlands school*

### What time your exams will start and finish

- *Question papers scheduled for a morning session will begin no earlier than 8:30am and no later than 9:30am*
- *Question papers scheduled for an afternoon session will begin no earlier than 1:00pm and no later than 2:00pm*
- *Exact times for each paper will be noted on the candidate's examination timetable.*
- *This will only vary if there is a clash of exams due to be taken*
- *Candidates will 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. Most invigilators will be external but can also include internal Woodlands school staff. Anyone invigilating will have received formal invigilation training*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.*

## Exam room conditions

- ▶ *Candidates should enter the exam room in silence and head straight to their seat*
- ▶ *Candidates are under formal exam conditions from the moment they leave the bag room, throughout the whole exam and until they have re-entered the bag room once the exam has finished and they have been given permission to leave the exam room by the invigilator*
- ▶ *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room. Official rules and regulations will be read to candidates prior to each exam commencing*
- ▶ *Candidates must complete the front of their answer booklets with their legal name, candidate number and centre number. Some exam papers will also require a signature. Candidates must only do this when the invigilators announcement instructs them to*
- ▶ *Candidates must not open the question paper until told the examination begins*
- ▶ *Candidates must not communicate with or disturb other candidates*
- ▶ *JCQ warning to candidates and unauthorised items posters will be on display all around the exam room. The centre number, subject title, paper number, date, paper length and actual start and finish times will also be displayed at the front of the room*
- ▶ *Additional paper and spare equipment is available at the front of all exam rooms; candidates just need to raise their hand and request these if needed*

## Where you will sit in the exam room

- *Desks will be set out in the exam room A-Z and numbered 1-12. Row 1 will be at the front of the exam room*
- *You should be seated in the same seat for all exams*
- *Listening & Reading exams for languages may be held in different rooms to your other exams*
- *Your Exam timetable will show the room and seat number for each exam*
- *An enlarged Seating plan will be placed outside the Sports Hall. Candidates will be able to go and look at this seating plan to check where they are sitting*
- *If you are unable to find your seat on entering the exam room you may request help from an invigilator or any member of staff in the exams team but not from another candidate*

## How your identity is confirmed in the exam room

- ▶ *A register will be taken inside the examination room*
- ▶ *Identity cards are placed on each desk for each exam. This will enable external invigilators to take a register*
- ▶ *A private/external candidate or a transferred candidate who is not known to the school must show photographic documentary evidence to prove that he/she is the same person who is entered/registered for the examination/assessment, e.g. passport or photographic driving licence*
- ▶ *Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes*

*Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination*

## What equipment you need to bring to your exams

- ▶ *All stationery brought into the exam should be in a clear pencil case with no labels, symbols or writing*

- ▶ *Woodlands School will provide a stationery pack for each pupil in the exam room*
- ▶ *Calculators will need to conform to strict instructions provided by JCQ. You will be required to remove any covers from calculators you wish to bring into the exam room*
- ▶ *If any equipment is dropped during the exam candidates should raise their hand to ask an invigilator to retrieve it for them*

*Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam*

### Using calculators

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

- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 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;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 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.

(Captured from [JCQ Instructions for conducting examinations 2023-2024](#), section 10.4)

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

You must not take into the exam room:

- notes
- Potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, air pods any wristwatch, a smartwatch or a wristwatch which has a data storage device
- ▶ *Any pencil cases taken into the exam room must be see-through*
- ▶ *Remember: possession of unauthorised material is breaking the rules and classed as a form of malpractice, even if you do not intend to use it, you will be subject to penalty and possible*



### Food and drink in exam rooms

- ▶ *Bottled water is permitted in clear plastic bottles. All labels must be removed and no decals/writing are permitted on reusable bottles*
- ▶ *Water is the only drink permitted in the exam room*

*Unless pre-arranged for a medical condition no food is permitted in the exam room. Where this is permitted, the food packaging must be removed and placed into a clear plastic container/bag*

### What you should wear for your exams

- Full school uniform must be worn for all examinations
- No unauthorised jewellery will be permitted in the exam room

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

- All bags, coats, unauthorised materials including switched off mobile phones and other belongings will be stored in DR3 which will be kept locked at all times

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

- ▶ *Candidates who arrive after the start time of the examination are considered late*
- ▶ *Late candidates must report to reception to meet the Head of Centre/Exams Officer to discuss and ascertain reason for lateness*
- ▶ *It is at the head of centres discretion to decide whether it would be appropriate and fair for the candidate to enter the exam room*

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

- *If the candidate is unwell and unable to attend an exam the centre must be informed. Where possible, a medical certificate or doctors note should be provided*
- *If a candidate is unwell but manages to attend the exam, provisions (where possible) will be put in place at the centre to cater for any needs arising from the illness*
- *If a candidate feels unwell during the exam, they must inform the invigilator*
- *Special consideration can be applied for if a student is unwell as long as 50% or more of the course has been completed*

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

In the case of unauthorised absence from official exams the cost of entry will be passed onto the parent / carer of the candidate

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

- ▶ *In cases of emergency the invigilators will stop the exam*
- ▶ *All candidates will be escorted from the room as per the evacuation procedures*
- ▶ *All candidates must remain under exam conditions and must not take anything out of the exam room with them*
- ▶ *For minor or major disruptions, special consideration will be applied for, for the cohort*  
*On returning to the exam room, candidates will still be allowed the full allocation of time to complete the exam*

Please refer to the emergency evacuation policy for further information

## Candidates with access arrangements/reasonable adjustments

- *Access arrangements are agreed before an examination/assessment*
- *Candidates and/or parents/carers will be involved in any decisions/discussion regarding applying for any appropriate arrangements*
- *Candidates will be informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply*
- *Exams will take place in locations suited to the arrangements agreed*
- *Access arrangements/reasonable adjustments need to reflect a candidate's normal way of working*  
*Further information can be found in the access arrangement policy*

## Results

- ▶ *Provisional statements of results will be issued/distributed on Thursday 22<sup>nd</sup> August*
- ▶ *Senior members of centre staff will be available immediately after the publication of results*
- ▶ *Senior members of centre staff will be available to support with post result services*
- ▶ *If the candidate is unable to attend the centre to collect results, they are able to have them collected on their behalf. They must be collected by an adult who is in receipt of a signed letter from the candidate giving permission for them to collect the results as well as a form of ID*
- ▶ *Uncollected results will be posted to candidates*

## Post-results services

Available post results services are:

- ▶ *Clerical Checks (a check of all clerical procedures leading to the issue of a result)*
- ▶ *Review of Results (a post results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script)*
- ▶ *Reviews of moderation (a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied)*
- ▶ *Access to scripts*
- ▶ *Requests for post-results services must be made through Woodlands school*
- ▶ *Candidates are informed about the deadlines for post-result services by letter with their*

### *provisional results*

The SLT Exam lead will send all pupils and parents/carers a letter outlining all post results services available and associated costs outlined by the exam boards. Alternatively candidates can look this information up on each exam board website.

Heads of department and the Senior Leadership team will be available on results day and via email after results day for support with post result service requests. The Exam team will be on site on results day

Any post-result service request must be requested by the candidate and made to the Head of Centre or Exams Officer. Candidates must sign a consent form for any of the above services

Further information on this can be found in the exams policy on the school website

### **Certificates**

- ▶ *Certificates are typically available around late Autumn/early winter and candidates will be informed as soon as they are received from the exam board and a certificate collection date has been arranged*
- ▶ *Certificates should be collected in person by the candidate and must be signed for*
- ▶ *If a candidate is unable to attend the centre, certificates can be collected on his/her behalf by an adult who is in receipt of a signed letter from the candidate giving permission for them to collect the certificates as well as a form of ID*

*Unclaimed certificates will be held by the centre for 1 year, after this period, they may be destroyed. Certificates are irreplaceable. If after 1 year, they have not been collected or have been lost by the candidate, a certified statement of results can be obtained from the exam board at the cost to the candidate. Trail of destroyed certificates will be maintained by the centre for 5 years from issue date*

### **Internal appeals procedure**

Internal appeals will need to be raised with Mr Roberts. Alternatively, these can also be raised with Miss Jordan or Mr Wright.

For full details on the correct process to follow if you would like to appeal a decision made, please refer to the internal appeals procedure policy which can be found on the school website

### **Complaints and appeals procedure**

Complaints and appeals will need to be raised with Mr Roberts. Alternatively, these can also be raised with Miss Jordan or Mr Wright

Full details on the correct process to follow if you would like to appeal a decision made, please refer to the complaints and appeals procedure policy which can be found on the school website

You must spend some time reading the below documents where relevant to you and the suite of qualifications you are taking

All of these documents are available on the school website using the below link:

<https://www.woodlandsschool.org/exams>

- **JCQ Information for candidates – coursework Assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment

- **JCQ Information for candidates – non-examination assessments**
- **JCQ Information for candidates – on-screen tests**
- **JCQ Information for candidates – written exams**
- **JCQ Information for candidates – Privacy Notice**
- **JCQ Information for candidates – social media**
- **JCQ Preparing to sit your exams**
- **BTEC Policy**

JCQ *Unauthorised items poster*

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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.

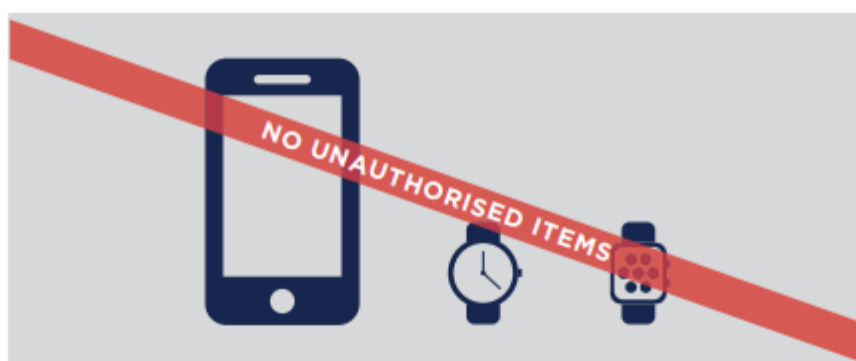
©JCQ 2021 – Effective from 1 September 2021

## JCQ Warning to candidates poster



## 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.

©JCQP 2022 – Effective from 1 September 2022

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to the Exams Officer

If there is anything you do not understand, you should ask The Exams Officer for clarification



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

**I have read the contents**

**I understand** (Tick all 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 2023-2024 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

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY