



St Regis

Church of England Academy

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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Introduction

St Regis CE Academy 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

This handbook is designed to give you all the relevant information for you to correctly complete your exams.

Malpractice

Malpractice is anything that breaks the rules of the exam. For example:

- *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*

So, talking to another student, having your mobile phone or similar device on you, even if you do not use it, copying, cheating, disrupting others would all be considered malpractice. The exam boards are very strict, and all cases will be reported to them. On many occasions they will not mark your paper.

Personal data

The JCQ information for candidates document – *Privacy notice, general and vocational qualifications* (Appendix 5) explains how awarding bodies collect information about examination candidates and how the information is used.

- (Regulation 6.2) I confirm this notice has been brought to my attention
- (Regulation 5.8d, 6.7) I understand my personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000

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

As well as doing written exams you may also do some coursework and assessments during lesson time and your own time. Some of these will be supervised similar to a formal exam and others will be less formal. Some of these will be marked in school by teachers and checked by the exam board and some will be sent to the Exam boards for marking. Your subject teacher/Exams officer will give you more information about when these assessments are to be completed.

Written timetabled exams

You will receive a statement of entries which you need to check is correct, including the spelling of your name and date of birth. If anything is incorrect, please report this to your teacher or the exams officer straight away. In the case of a misspelt name or incorrect date of birth, you will need to bring in a document such as a passport or birth certificate so we can change your details.

You will also receive a timetable showing the dates and times of your exams.

Contingency days - summer 2023

The contingency days for Summer 2024 are additional days where exams can be moved to in the event of a major disruption. These days are on Thursday 6th and 13th June (half days) and Wednesday 26th June (full day). You should be available for the 26th June and consider this when planning summer holidays.

On-screen tests

There may be occasions when you sit a test on a computer. These will be in 2.9, 2.10, 2.11 or 1.22. Please see appendix 3 for more information.

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

Please inform the exams officer straight away. Arrangements will be made for you to sit both exams either in the morning or afternoon if they are short exams (less than 3 hours in total including rest breaks and extra time), or more likely one in the morning and one in the afternoon. In either case, the time between the two exams will be supervised which means that you will be away from other students doing those exams with a member of staff. You will be allowed to revise from your own notes but only if the exams are in the morning and afternoon, but you will not be able to have a mobile phone or other such devices.

Where you will take your exams

Exams for most students will take place in the Sports Hall. For some students, however it may be necessary to sit an exam on your own or with a small group (which will be in G10, the old fitness suite.)

What time your exams will start and finish

The official start times for exams are 9.00am and 1.30pm. We will aim to start the exams as close to these times as possible. Each exam will have a different finishing time and you will be expected to remain in the exam room until the end of the exam. (for Y11)

Supervision during your exams

During the exam there will be a number of invigilators present. Some will be school staff that you will know, others will be external invigilators. They are subject to regulations and will be unable to talk to you regarding the exam or to tell you how much time is remaining. They can read the information on the front cover and can help with replacement equipment, pens etc. and toilet breaks.

Exam room conditions

For most students, you will gather under the colonnade where staff will send you into the exam's hall in rows according to the seating plans.

Once you enter the exam hall, you must not speak with the other students until you leave after the exam as this is considered malpractice.

Please try and use the toilet before your exam starts. While you will be allowed to visit the toilet during the exam, this can cause disruption to other students and time will not be added on at the end of your exam.

You will not be allowed to bring bags or coats into the exam room. Do not bring phones, watches. Air pods etc and other devices, notes, revision material into the exam hall. If you are found with these items on you while

the exam in session, this is considered malpractice and will be reported to the exam board who will take sanctions including not marking your paper in serious cases.

Do not write on the exam paper until the invigilator tells you to and do not open the exam paper until the exam starts. You will need to put your name and exam number on the paper. This will be on a card on your desk. You will also need the Exam centre number which is 20952 and will be displayed on the wall. In some cases, you will need to sign the front of the book. Make sure you read the instructions on the front of the exam paper. If you use additional sheets, make sure you put this information on the sheet as well as the question number. At the end, place this sheet inside your exam paper.

At the end of the exam, you must remain quiet until you are outside the room, and you will be dismissed in rows.

Where you will sit in the exam room

Seating plans will be displayed in the foyer area which will show the row and desk number you are sitting at. Row A will be the far end of the sports hall as you enter.

What equipment you need to bring to your exams

You will need a Black pen for all exams. You can also use a pencil, eraser, sharpener, highlighters and basic Maths equipment. For some exams you can also use a calculator. Any pencil cases should be made of see through material.

Using calculators

10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 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.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

What you should not bring into the exam room

You all will have been allocated a locker so use this to store items before your exams. Please do not bring coats and bags. Mobile phones, watches, Air pods, earphones/earbuds, iPod, MP3/4 players or similar devices, notes and revision materials are not allowed.

Food and drink in exam rooms

You can bring a drink in with you providing it is in a see-through bottle with no labels. Please do not bring food in. If you need medication during the exam, please speak to an invigilator or the exams officer before the exam.

What you should wear for your exams

You should be wearing your usual school uniform or Sixth form clothing.

Where your personal belongings will be stored during your exam

You have all been allocated personal lockers and these should be used to store bags, coats and any unauthorised items (please see above).

What to do if you arrive late for your exam

Make your way to the exam room and wait for an invigilator to show you to your seat. You will be allowed the full time to complete your exam. If you are very late (after 10am or 2.30pm, or after the published end of the exam of less than an hour, you will be allowed to sit the exam, but the Exam board may decide not to mark your paper.

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

Please inform the school at the earliest opportunity if you are unable to attend. If you feel unwell before or during the exam, inform the invigilator or a member of staff. If you are unable to complete the exam due to illness, we may be able to apply for Special Consideration from the exam board when they mark your paper which means they may increase your mark.

What happens if you have an unauthorised absence from your exam

If you do not attend the exam, a phone call will be made to home to find out where you are. If you are late, you will need to get to school as soon as possible. Otherwise, you will be marked as an unauthorised absence, and you may not be able to re sit the exam. The only exams you will be able to re sit in November are English and Maths.

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

If we must leave the exam room for any reason during the exam, you will be asked to stop work and close your exam paper. Students will leave and assemble near to the tennis courts where the register will be taken, you must not communicate with each other or other students during this time. Afterwards, the exam will continue, and you will be given the extra time at the end.

Candidates with access arrangements/reasonable adjustments

If you have been granted access arrangements you will sit your exams in G10 (the old fitness suite) unless the arrangement is not suitable, then a separate room will be allocated. Please speak to Mr Cox-Darling or Mr Rogers if you have any questions regarding these arrangements.

Results

Results for the Summer exams will be released to students on the following dates.

15th August 2023 A Level / AS level / Level 3 Btec.

22nd August 2023 GCSE / Level 1-2 Btec

You will be invited into school on those days to collect your results and they will be emailed to you using your school account later in the day.

Post-results services

After you have received your results (for A Level, AS Level and GCSE) you may not have obtained the grades you expected. Staff will be available to discuss this to see if it is felt that the paper has been incorrectly marked. In some circumstances we can apply to have the papers marking re checked. **You should be aware that your grade can go down, stay the same or go up as a result of this recheck and you must sign a consent form before we can apply.** If your mark is within 3 marks of a higher-grade boundary, the school will pay for that remark. In other circumstances, the student will pay for the remark.

We can also apply to have your exam paper returned to us for other reasons, again you will need to sign a consent form before we can do this. If you want to request a paper for yourself, you will have to pay for this.

Certificates

Certificates are usually received at school towards the end of the year. We will either arrange a Presentation night for you to collect the certificates or you will be able to collect them from the exams officer. Please note that we only retain the certificates for 24 months. If you haven't collected them during this period, you will need to pay the exam boards for reprints.

Internal appeals procedure

You can appeal against internally marked assessments if you feel they have been assessed unfairly or inconsistently, but you must do this within 7 days of marks being issued to you and before they are sent to the exam boards.

Complaints and appeals procedure

Complaints and appeals can be made regarding the quality of teaching, access arrangements, entries, conducting the exams, results and post results. Complaints should be made in writing to the principal. These will be investigated, and appeals can be made about the findings.

JCQ Information for candidates – coursework (Double click the document open)

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



Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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JCQ Information for candidates – non-examination assessments (Double click the document open)

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



Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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JCQ Information for candidates – on-screen tests (Double click the document open)

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 tests

With effect from 1 September 2023

Produced on behalf of:



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JCQ Information for candidates – written exams (Double click the document open)

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



Information for candidates

Written examinations

With effect from 1 September 2023

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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 Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

| | |
|---------------|---|
| AQA | https://www.aqa.org.uk/about-us/privacy-notice |
| CCEA | https://ccea.org.uk/legal/privacy-notice |
| City & Guilds | https://www.cityandguilds.com/help/help-for-learners/learner-policy |
| NCFE | https://www.ncfe.org.uk/legal-information |
| OCR | https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/ |
| Pearson | https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html |
| WJEC | https://www.wjec.co.uk/home/privacy-policy/ |

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).


JCQ Information for candidates – social media / On your exam day

You **must** read this information to help you stay within examination/assessment regulations when using social media.

JCQ Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

JCQ 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

R.12 If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

JCQ On your **exam day**

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer. **?**

You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023

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.”*



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 |
|-----|---------------|------|-----|---------|------|

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.

Use of AI Poster



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly