



Candidate exam handbook 2023/24

This handbook is reviewed and updated annually

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Introduction

Barnhill Community High 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.

Purpose of the candidate exam handbook

- ▶ To complement the candidate briefing assembly in the Autumn and Spring terms
- ▶ 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 posters are provided in advance of any exams/assessments being taken
- ▶ To answer common questions that candidates may have
- ▶ Please note that all appendices in this document can also be found on the exams section of the school website

Written timetabled exams

- ▶ When you receive your candidate statement of entry please check that your personal details and examination entries are correct
- ▶ If your personal details are incorrect, please notify the Exams Officer as soon as possible, and by no later than Monday 25 March 2024. Failure to notify the Exams Officer by this date may lead to incorrectly printed certificates, amendments to which will incur a fee that the candidate will be liable for
- ▶ If you have any queries or concerns regarding examination entries, please direct these to your subject teacher as soon as possible
- ▶ When you receive your individual candidate exam timetable please take careful note of the dates, times and locations of your exams
- ▶ Please ensure that you are familiar with the JCQ information for candidates documents for written examinations and social media notice (links in Appendix 1)
- ▶ Please also ensure that you are familiar with the content of the exam room posters (No Mobile Phones poster (Appendix 2) and Warning to Candidates poster (Appendix 3))

Contingency days - Summer 2024

- ▶ The summer 2024 contingency days are: Wed 6 & Wed 13 June (afternoon sessions); Wednesday 26 June (full day).
- ▶ You must remain available up to and including these dates; if you are not available and an exam is rescheduled, you will not be eligible for special consideration and would score 0 on the paper/s in question.
- ▶ Please see below for further explanation from the JCQ:

“15.5 The awarding bodies will designate ‘contingency days’ for examinations, summer 2023. This is consistent with the qualification regulators’ document Exam system contingency plan: England, Wales and Northern Ireland:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of ‘contingency days’ within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course. [ICE 15.5]

On-screen tests

If you are following a course with on-screen tests (such as L1BF) you should refer to the JCQ information for candidates – onscreen tests (Appendix 1).

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

- ▶ If you have two or more papers totalling less than 3 hours timetabled for the same time you are entitled to a supervised break of no more than 20 minutes within the

examination room, and with no access to revision notes or any other materials eg web enabled devices.

- ▶ If you have two or more papers totalling more than 3 hours timetabled for the same time you may sit one exam in an earlier or later session. You will be able to revise between the two exams but will be under supervision at all times and must not have on your person a mobile phone, smart watch, or any other web-enabled device.
- ▶ If you have a clash please speak to the Exams Officer as soon as possible to discuss the order in which you would like to sit the papers: please note that preferences cannot always be accommodated (for example if there are multiple clash candidates).

Where you will take your exams

The majority of students will sit their exams in the Sports Hall. Some exams may take place in the Assembly Hall or in classrooms (such as language Listening exams).

Students with one-to-one or small room arrangements will be accommodated in classrooms; if this applies to you, the rooms will be on your timetable which will be distributed after Easter.

What time your exams will start and finish

- ▶ Morning exams will start at 8.45am, unless otherwise stated on your exam timetable.
- ▶ Afternoon exams will start at 1.50pm, unless otherwise stated on your exam timetable.
- ▶ Please ensure that you are on time for your exams. Late arrivals may not be admitted and your paper/s may not be marked.

Supervision during your exams

- ▶ Exams will be supervised by the team of invigilators.
- ▶ Invigilators must follow strict rules and regulations when conducting exams, as directed by the JCQ and awarding bodies.
- ▶ Some examples of the rules they must follow are:
 - They must ensure that you do not have any unauthorised materials (NB. a list of such materials can be found on page 8 under the sub-section 'What you should not bring into the exam room')

- They must escort you to and from the toilet, and wait outside the toilet, should you need to use it during the designated time in which toilet breaks are permitted
- They can only read out the instructions on the front of the question paper and cannot give you any further assistance or guidance
- They cannot tell you how much time has passed, or how much time is left
- They must ensure that exam conditions are maintained from the moment the first candidate enters the exam room to the time the last candidate leaves
- They must ensure that candidates are seated in the correct seats, according to the register/seating plan
- They must report any irregularities or suspected malpractice to the Exams Officer immediately, who in turn must make a report to the relevant awarding body

Exam room conditions

- ▶ You will line up in row order outside the exam venue, and enter one row at a time, when called
- ▶ You are under formal exam conditions from the moment you enter the exam room until you have left the exam room at the end of the exam
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room
- ▶ You must not communicate with other candidates; this includes non-verbal communication eg. eye-contact, passing notes, smiling, etc
- ▶ The following information will be displayed in the exam room: centre number, subject title, paper number; the actual start and finish times of the exam; the date of the exam; the JCQ No Mobile Phones poster; the JCQ Warning to Candidates poster
- ▶ You must complete all the information required on the front of your answer books/question paper when instructed to do so by the invigilator
- ▶ You must not write anything else on the front of your answer books/question papers eg revision notes, as this constitutes malpractice
- ▶ If you use any additional answer books/sheets these **must** be included with your question paper, and you must complete the required information on the front

Where you will sit in the exam room

- ▶ You must sit in your designated seat, as printed on the registers displayed outside the venue and your timetable
- ▶ Please always check the A3 registers displayed outside the venue, as occasionally seating plans may change and your seat may be different to that on your timetable
- ▶ Row and column signage is displayed to help you find your seat

- ▶ If you cannot find your seat, or believe that someone else is sat in your seat, please speak to an invigilator

What equipment you need to bring to your exams

- ▶ You must come fully equipped to all exams, with any required specialist equipment (eg a calculator for Maths Calculator and Science papers)
- ▶ You must use a black pen for all exams
- ▶ Pencil cases or glasses cases must be clear/see-through
- ▶ Water bottles must be clear/see-through and free of labels or writing

Using calculators

- ▶ You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams, which are as follows:

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations...”

[ICE 10]

- ▶ Further guidance can be found in the JCQ FAQs – Using Calculators document available in Appendix 1 of this handbook.

What you should not bring into the exam room

- ▶ The JCQ regards the following as unauthorised materials: notes; books; mobile phones; watches (of any sort); headphones/earbuds; any other electronic/web-enabled devices; non see-through pencil cases
- ▶ Failure to comply is considered malpractice, and a report must be made to the awarding body.

Food and drink in exam rooms

- ▶ Food and any drink other than water is not permitted in the exam room, unless you have a medical condition which requires it

- ▶ Water is permitted and must be in a clear/see-through plastic/reusable bottle, free of writing, with any labels removed

What you should wear for your exams

- ▶ Students in Years 7-11 must be in full school uniform
- ▶ Sixth form students must conform to the sixth form dress code

Where your personal belongings will be stored during your exam

- ▶ Bags and coats should be stored either in your locker, or one of the grey exam trolleys located outside the Sports Hall
- ▶ Mobile phones & watches should be left at home, stored in your locker, or handed to Mrs Dixon who will store them in the key stage office

What to do if you arrive late for an exam

- ▶ It is your responsibility to ensure that you are on time for your exams
- ▶ Late admissions are at the Exams Officer's and Head of School's discretion
- ▶ Very late arrivals (more than one hour after the published start time of the paper) may result in loss of all marks for the paper

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

- ▶ If you are unwell and absolutely cannot attend an exam, please contact main reception immediately for advice
- ▶ If you are unwell but able to attend, please notify a member of centre staff as soon as possible so that provisions can be made if necessary
- ▶ If you become unwell during an exam, please let an invigilator know immediately
- ▶ If you believe you may be eligible for special consideration please speak with your form tutor, head of year, or the attendance team, who will then pass this information onto the Exams Officer

What happens if you have an unauthorised absence from an exam

- ▶ If you have an unauthorised absence from an exam you may be charged the entry fee for the exam

- ▶ In the case of unauthorised absences you will be awarded zero marks for the paper

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

- ▶ The evacuation procedure is displayed in all exam venues and is available on the school website
- ▶ In the case of an evacuation during an exam you must remain in exam conditions, at least arm's length from the next candidate, and no communication with other candidates is allowed
- ▶ On returning to the exam the invigilator will allow for the time lost during the evacuation, and add this on so that you receive the full amount of time for the exam

Candidates with access arrangements

- ▶ The SENCo will assess you if it is believed that you may qualify for an access arrangement
- ▶ You will be informed by the SENCo if you qualify, and what you qualify for, and asked to sign a data protection notice
- ▶ Depending on your specific access arrangement your exams may take place in a different room

Alleged, suspected or actual incidents of malpractice

- ▶ Malpractice, as defined by the JCQ, is:
“any act, default or practice which is a breach of the Regulations or which:
 - *compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result of certificate;*
and/or
 - *damages the authority, reputation or credibility of any awarding body or centre or any officer employee or agent of any awarding body or centre”*

[JCQ [Suspected Malpractice 2022-23](#), p. 2]
- ▶ Examples of malpractice include, but are not limited to: plagiarism (copying); communication with other candidates; possession of unauthorised materials eg electronic or web-enabled devices (such as mobile phones or smart watches), notes, books, etc; failure to follow the instructions of the invigilator/s; disruptive behaviour in the exam room
- ▶ Centres have an obligation to report any incident of suspected malpractice to the relevant awarding body
- ▶ Consequences of malpractice include: an official warning; loss of all marks for a section; loss of all marks for a unit; loss of all marks for a component; disqualification from the whole qualification; disqualification from all qualifications

in that series; candidate debarment (where a candidate is not permitted to sit any exams for a set period of time)

Results

- ▶ Provisional results for GCSE and Level 2 qualifications will be issued on Thursday 22 August 2024
- ▶ Provisional results for GCE and Level 3 qualifications will be issued on Thursday 15 August 2024
- ▶ The time that the school will be open will be confirmed on the school website nearer the time
- ▶ Teaching staff will be available on results day if you have any queries or concerns
- ▶ If you cannot collect your results yourself there are two options: either someone can collect on your behalf (please provide written consent to the Exams Officer by Friday 5 July); or, you can provide a stamped addressed envelope to the Exams Officer (by Friday 5 July) and results will be posted out in the afternoon of results day
- ▶ It is not possible to receive results over the telephone or by email
- ▶ Uncollected results are available from the Exams Officer

Post-results services

- ▶ The following post-results services are available: clerical re-check; review of marking; priority review of marking (only available if a college or university place is dependent on the outcome); copy of script to support review of marking; copy of script to support teaching and learning
- ▶ If you would like the Exams Officer to submit an application for a post-results service you will need to complete a consent form (available on the school website and on results day) and return to the Exams Officer by the deadline given
- ▶ The list of costs for post-results services will be available on the school website prior to the results days and included on the post-results services form

Certificates

- ▶ Certificates from the previous academic year will be available for collection in early December; the date will be published in the Exams section of the school website nearer the time
- ▶ There will be a collection day arranged for current students; students who cannot collect on that day should arrange to see the Exams Officer to collect their certificates
- ▶ Past students should contact main reception with their details (name, date of birth, and candidate number) and certificates will be made available at main reception for collection
- ▶ If you are unable to collect your certificates yourself you can either provide the Exams Officer with the details of someone who can collect them on your behalf (they must confirm their identity when collecting them and provide photo ID); or provide a

stamped, self-addressed A4 envelope (a signed for/secure service is strongly recommended) to have them posted out

- ▶ Certificates are retained by the centre for 3 years, after which time they are destroyed and you would need to contact the awarding body to pay for a replacement

Appendix 1: JCQ INFORMATION FOR CANDIDATES

JCQ Information for candidates – coursework

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.

Information for candidates - Coursework assessments – 2023-2024 <https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework Assessments 2023 FINAL.pdf>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments – 2023-2024 <https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE Assessments 2023 FINAL.pdf>

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates – on-screen tests 2023-2024 <https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen Examinations 2023 FINAL.pdf>

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-2024 <https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written Examinations Sep2023 FINAL.pdf>

JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Information for candidates – Privacy Notice 2022-2023 (valid for 2023-2024) <https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice 21-22.pdf>

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 2022-2023 (valid for 2023-2024) <https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates Final.pdf>

JCQ FAQs – Using calculators

You **must** read this information to help you stay within examination/assessment regulations when using calculators in exams.

Information for candidates – FAQs – Using calculators <https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators FINAL.pdf>

Appendix 2: JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”



AQA

City & Guilds

CCEA

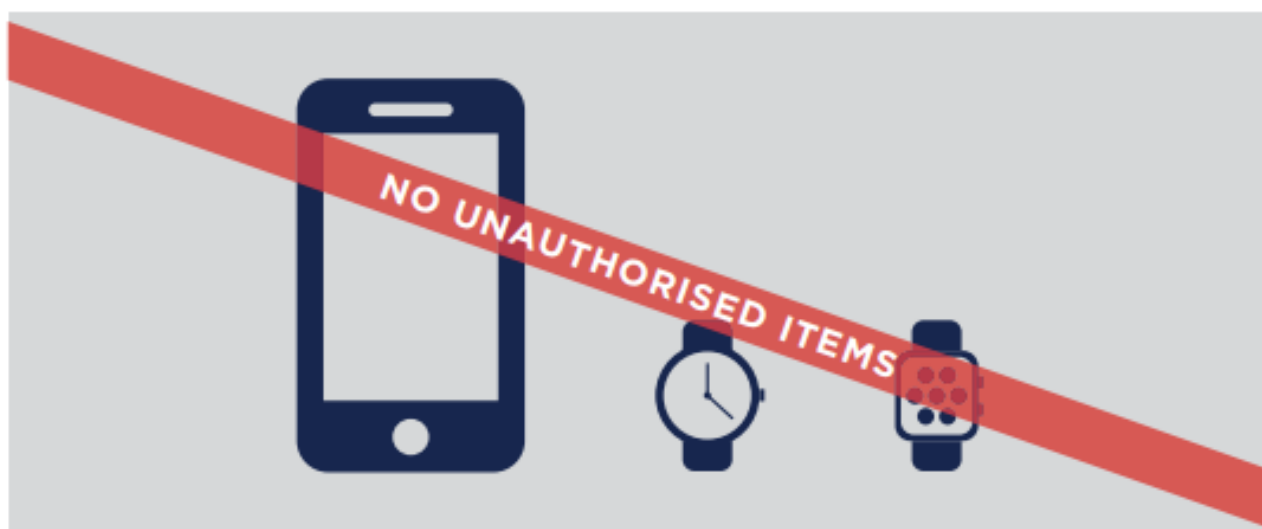
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Appendix 3: 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.

Effective from 1 September 2022