

Candidate exam handbook

2017/18

This handbook is reviewed and updated annually

Produced/reviewed by

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Candidate exam handbook template (2017/18)
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Contents

Introduction

Purpose of the candidate exam handbook

Coursework/controlled assessments/non-examination assessments

Written exams

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

Where you will take your exams

What time your exams will start and finish

Supervision during your exams

Exam conditions

Where you will sit in the exam room

What equipment you need to bring to your exams

Using calculators

What you should not bring into the exam room

Food and drink in exam rooms

What you should wear for your exams

Where your personal belongings will be stored during your exam

What to do if you arrive late for an exam

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

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

Candidates with access arrangements

Alleged, suspected or actual incidents of malpractice

Results

Post-results services

Certificates

Internal appeals procedures

Introduction

Sancton Wood School is committed to ensuring that candidates are fully briefed on the exams 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 candidate briefing sessions and the Exams letter sent out in the Autumn term.
- ▶ 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 any questions candidates may have etc.
- ▶ To signpost candidates (and where relevant parents/guardians) to any exams-related policies/procedures that are made available on the school's website, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

Coursework/controlled assessments/non-examination assessments

In 2017 – 2018 the following I/GCSE courses offered in the school include coursework/controlled assessments/ non-examination assessments:

AQA English Language

AQA Biology, Chemistry and Physics

CAIE Foreign Language German

CAIE Drama

Edexcel Astronomy

OCR Art and Design

Candidates receive copies of and are notified of:

- ▶ Relevant JCQ (Joint Council for Qualifications) information for candidates' documents - coursework, controlled assessments, non-examination assessments, social media.
- ▶ When assessments will take place.
- ▶ Any relevant deadlines that must be met (dependent on the assessment type).
- ▶ How work is marked/assessed etc.

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- ▶ Their centre assessed marks, where relevant, together with reference, in the case of UK exams boards, to their right to request a review of the centre's marking.

"The centre must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

[JCQ publication [General Regulations for Approved Centres](#), Section 5.8]

Written exams

Candidates receive the following in relation to written exams:

- ▶ Candidate statement of entry (to check that personal details and exam entries are correct).
- ▶ Information about what to do if this information is incorrect.
- ▶ Candidate exam timetable.
- ▶ The JCQ information for candidates documents – written examination, social media.
- ▶ Exam room posters – Warning to candidates, Mobile Phone.

**"The centre agrees to...make arrangements to notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments..."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

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

- ▶ Candidates taking two or more examinations in a session, where the total time is three hours or less, may have a supervised break of no more than twenty minutes between papers. This must be conducted within the exams room, under formal examination conditions at all times.
- ▶ A **clash** occurs where candidates are taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks. The exam with the larger number of candidates will be sat first. Candidates taking the second of the two papers will then be kept under supervision by an invigilator for a period of up to forty-five minutes following which they will sit the second paper. Candidates may eat and drink during this period. They must not be in possession of an electronic communication/storage device or have access to the internet.

Where you will take your exams

Exams will be sat in the exam rooms indicated on the final exams timetable in 3 Glisson Rd unless otherwise specified.

What time your exams will start and finish

- ▶ Morning examinations will start at 9am and afternoon examinations will start at 1.30pm. Candidates should be ready in the Study area at 5 Glisson Rd no later than 15 minutes before the start of morning and afternoon examinations.
- ▶ Candidates may not leave the exams room under supervision until 20 minutes after the examination has started, except in case of emergency.
- ▶ Candidates must remain in the exams room until the published finish time of the examination.

Supervision during your exams

- ▶ Exams are supervised by a team of external invigilators.
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ, awarding bodies etc.

Exam conditions

- ▶ Candidates will be escorted to the exams room from the Study area at 5 Glisson Rd. Any personal belongings should be left in student lockers in the Basement.
- ▶ Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator, and must keep silent.
- ▶ Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- ▶ Candidates must not communicate with other candidates.
- ▶ Information regarding each examination is displayed in the exams room (centre number, start and finish times, syllabus name, paper number etc.)
- ▶ Candidates are responsible for filling in the front cover of their question paper/answer booklet correctly, and for indicating additional answer booklets used where appropriate.

Where you will sit in the exam room

- ▶ Candidates will be seated at each examination according to seating plans, copies of which will be displayed in the Study area at 5 Glisson Rd.

- ▶ Each place in the exams room will have a candidate card, showing candidate number and access arrangements where applicable.

What equipment you need to bring to your exams

- ▶ Candidates should bring black ink pens, HB pencils, a sharpener, an eraser and a ruler to all examinations. In addition, subject specific equipment, eg mathematical instruments as specified should be brought to Maths examinations, a protractor to Geography etc.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

[Taken from [JCQ Instructions for conducting examinations 2017-2018](#), Section 3, downloaded 2 October 2017]

What you should not bring into the exam room

Candidates may not bring electronic devices of any kind into the exams room. A clock is provided in all exams rooms and watches may not be worn.

Candidates are aware of JCQ regulations regarding the above and that disqualification may result from not abiding by these.

Food and drink in exam rooms

Candidates may bring a small unlabelled water bottle into the exams room. Food, apart from eg a few sweets in transparent wrappers, is not allowed unless previously

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authorised by the Exams officer, eg in the case of candidates with specific medical conditions.

“Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers.” [ICE 11]

What you should wear for your exams

Candidates in Sancton Wood School may wear home clothes in public examinations. These should be comfortable and appropriate to the workplace.

Where your personal belongings will be stored during your exam

Personal belongings will be stored during examinations in student lockers in the Basement area. You are advised on exams days only to bring in what you need for that day.

What to do if you arrive late for an exam

Your first point of contact in case you realise you will be late on an exams day is the Front desk at the Upper School on 01223 362293. You must call as soon as possible, to avoid delay to the start of the examination.

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

As above, your first point of contact in case of illness on an exams day is the Front desk at the Upper School.

- ▶ If you are feeling unwell but manage to attend the examination the invigilator will take note of any adverse effects during the examination.
- ▶ If you feel unwell during an examination you should raise your hand and the invigilator will call for assistance and take note.
- ▶ If you are prevented by illness from attending an examination, the Front desk at the Upper School should be notified as soon as possible, and then details including a doctor's note should be supplied to the Exams office so that a request for special consideration may be processed if applicable.

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

Copies of the emergency evacuation procedure are in each exams room. In an emergency, you should follow the invigilator's instructions, remain silent and not attempt to communicate with any other candidate.

Candidates will return to the exams room once the emergency is over and resume working, with time allowed for the duration away from desks.

Candidates with access arrangements

Candidates with access arrangements in place will have these available throughout their examinations, except in instances where these do not apply, eg a Reader is not allowed in the Reading section of English Language papers.

Where necessary, candidates with access arrangements will be roomed separately and will be advised of this.

Alleged, suspected or actual incidents of malpractice

The JCQ regards as malpractice any incident that may contravene the smooth and fair running of an examination and has in place a range of penalties to be applied, depending on seriousness, ranging from a warning to loss of marks or disqualification. Following instructions, in particular the ban on electronic devices from the exams room, should ensure the possibility of such incidents is avoided.

Results

Results issued by Cambridge Assessment and International Education (CAIE) are available to download when they are published to candidates from 06.00 on Tuesday 14 August, using an individual password sent by email from the Exams office before the end of the Summer term.

Results issued by all other exams boards are available to candidates on Thursday 23 August. These may be notified by email on results day - email addresses to be used for the communication of results should be notified to the Exams office before the end of the Summer term. Exams results may also be collected from Sancton Wood school by candidates in person, between 10.00 and 12.30 on Thursday 23 August.

Post-results services

Exams boards have in place procedures for enquiries about results once these are issued, ranging from access to scripts, clerical checks, reviews of moderation and appeals.

Candidates considering an enquiry will approach the Exams office in the first instance on the advisability of such action.

Information about the deadlines, fees and charges for these services will be made available following the issue of results.

Certificates

Certificates normally arrive in the School in early November. Students will be notified by email of their arrival, and of details of arrangements for their despatch/collection from the school.

Internal appeals procedures

- ▶ An internal appeals procedure is in place, relating to internal assessment decisions and to centre decisions not to support enquiries about results, and may be made available on request.

Complaints and appeals procedure

- ▶ A complaints and appeals procedure (exams) is in place and may be made available on request.

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