



# CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

## **CANDIDATE EXAM HANDBOOK**

### **2022/23**

## Introduction

Cansfield High 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 **ICE 24**

## Information for candidates – social media

- You need to know that the following would be malpractice:
  - copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
  - collusion: allowing others to help produce your work or helping others with theirs;
  - asking others about what questions your exam will include (even if no one tells you);
  - having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

## 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

Refer to **GR 6**

## 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

Refer to **GR 6**

### Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)
- Assessments are calendared in and information shared by HOF and class teachers
- Deadlines set by teachers that must be met (dependent on the assessment type)
- Teachers assess and moderate the work
- Candidates are informed of their centre assessed marks and have a period of time to review them
- The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ Unauthorised items and Warning to candidates posters. (GR 5.8)

### Written timetabled exams

- Candidate statement of entry (to check that personal details and exam entries are correct)
- Contact Miss Archer if you think there is an error
- Candidate exam timetable will be provided (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.
- The JCQ information for candidates' documents – written examinations, social media can be found on the school website
- Exam room posters – Warning to candidates, Unauthorised items can be found on the school website

Refer to **GR 5.8**

### Contingency days - Summer 2023

- The dates that have been set aside as the contingency days are Thursday 8th June and Thursday 15th June 2023 (afternoons only), and Wednesday 28th June 2023 (all day). This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 28th June 2023. Refer to **ICE 15**

### On-screen tests

- Some Candidates may have an on-screen test for PE resits. Please see the **Information for candidates – on-screen tests** JCQ guidance for more details.

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

- 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.
- Provide a definition of 'formal examination conditions' and 'centre supervision'

Refer to ICE 7

### Where you will take your exams

- All exams will take place in the Sports Hall.

### What time your exams will start and finish

- Examinations will begin at:
- 9AM for morning sessions
- 1PM for afternoon sessions

### Supervision during your exams

- Exams are supervised by a team of invigilators (perhaps indicate if invigilators will be external or internal staff that candidates may know)
- Explain invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

### Exam room conditions

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. This means no communication can be made from this point and all unauthorised items must not be in the examination room. Once entered you cannot leave until the finish time. Candidates with extra time must stay until their extra time for the duration of their extra time.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates
- What information is displayed in the exam room (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)
- Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator
  - Any relevant information regarding the use of additional answer sheets/answer books etc.
  - Candidates must not open the question paper until the examination begins

Refer to ICE 19 and ICE 23

### Where you will sit in the exam room

- Candidates have an individualised seat number which they will be informed of prior to the examination.
- Candidates must look at seating plans outside of the room prior to entering. If you cannot find your seat then speak to an invigilator.

### How your identity is confirmed in the exam room

- All Candidates have name cards on their desk to identify them.

Refer to ICE 16

### What equipment you need to bring to your exams

- Equipment will be provided by the centre.
- If you wish to bring your own is must be free from writing and in a clear pencil case

Refer to ICE 18

### Using calculators

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

Refer to **ICE 10**

Calculators must be:

- 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 formulae. Calculators must not: • be designed or adapted to offer any of these facilities:
- 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:

- databanks;
- dictionaries;
- mathematical formulae;
- text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

(Captured from JCQ **Instructions for conducting examinations 2022-2023**, section 10.3 on 8 September 2022)

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

- JCQ information regarding unauthorised items
- If you breach this it may be seen as malpractice and awarding bodies will be contacted

#### **Food and drink in exam rooms**

- No food is permitted in the examination room.
- Only water in a clear plastic bottle with no label is permitted in the examination. This will be provided by the centre.

Refer to **ICE 18**

#### **What you should wear for your exams**

- Full school uniform

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

- Bags, coats, unauthorised items including switched off mobile phones, watches etc. will be stored in the Theatre.

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

- Candidates will be allowed to enter the examination room if late. If very late then awarding bodies reserve the right to decline the paper.

Refer to **ICE 21**

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

- All Candidates must sit all examinations. If a candidate is unwell on the day of an examination please inform the school and we may be able to look at reasonable adjustments being made with seating. However, all Candidates must attend.
- If the candidate feels unwell during the exam they should inform an invigilator.
- JCQ information regarding absence from exams for illness or other acceptable reason can be found on their website
- In the event of illness special consideration can be applied for however evidence from a medical professional may need to be provided to support a request

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

- **Candidates absent from an examination will score 0 for that paper**
- JCQ information regarding absence from exams for illness or other acceptable reason can be found on their website
- Special consideration may be applied for this is rare

Refer to **ICE 22**

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

- Candidates must remain seated and await instructions from invigilators
- Candidates must remain silent for the duration of the emergency evacuation

Refer to **ICE 25**

### **Candidates with access arrangements/reasonable adjustments**

- Candidates with access arrangements will sit their examination in the sports hall or an alternative room onsite depending on their need
- All Candidates have been spoken to, trained and informed of their access arrangement entitlement
- Any queries should be directed to Mrs Cashman (SENCO)

### **Results**

- Results day is on the 24<sup>th</sup> August at 9:30
- Members of the senior leadership team and some heads of faculty will be available immediately after the publication of results
- Anybody candidate unable to collect their examination results on the day must write a letter to Miss Archer with confirmation of who can collect them on the day or an email address to send them to. This will only be issued once all candidates have collected their results in person.

Refer to **GR 5.12** and JCQ's **Post-Results Services** information

### **Post-results services**

- Services available are reviews of results and appeals, access to scripts
- Requests for post-results services must be made through the centre
- Once contact has been made by the candidate or by the centre to the candidate all deadlines, fees and charges for these services will be shared
- For consent/permission to be collected candidates will be required to come into school to sign the relevant forms

Refer to **GR 5.13** and JCQ's **Post-Results Services** information

### **Certificates**

- Certificates will be available/distributed during an awards evening in November/December (date to be confirmed)
- Candidates not able to attend can collect their certificates in person after this date

- Anybody candidate unable to collect their certificates in person must write a letter to Miss Archer with confirmation of who can collect.

Refer to **GR 5.14**

#### **Internal appeals procedure**

- **See the Internal appeals procedure**

Refer to **GR 5.3, 5.7 and 5.13**

#### **Complaints and appeals procedure**

- **See the Complaints and Appeals procedure.**

Refer to **GR 5.8**

## APPENDIX 1

### JCQ Information for candidates - coursework

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

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

## 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.

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

## 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).

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

## APPENDIX 4

### JCQ Information for candidates – written exams

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

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

## APPENDIX 5

### JCQ Information for candidates – Privacy Notice


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

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>



## 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  
Using social media and examinations/assessments**




Image by Patrice Jones

**This document has been written to help you stay within exam regulations.  
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

### Please take the time to familiarise yourself with the JCQ rules:

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



**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 &amp; Guilds

CCEA

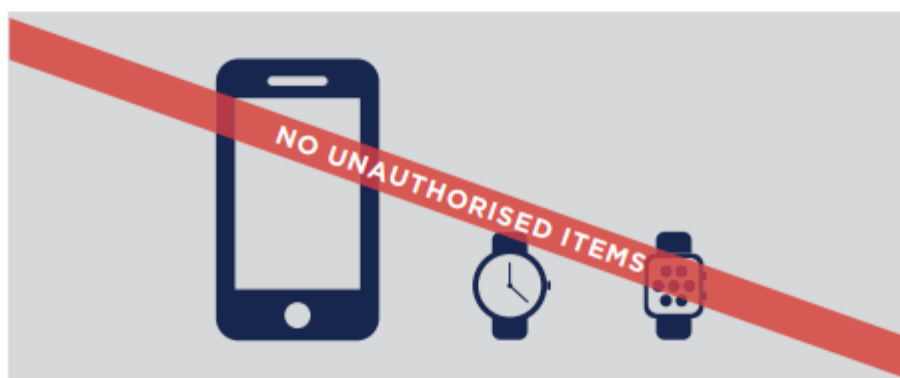
OCR

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
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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.**




## 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.

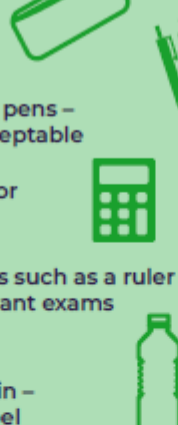
### Before sitting your exams, ensure you know:

- 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.

If you have any questions about the format on the day, 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



# CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

## 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 Miss Archer by 29<sup>th</sup> March 2023.

If there is anything you do not understand, you should ask Miss Archer for clarification.

## CANDIDATE EXAM HANDBOOK

NAME: \_\_\_\_\_

Date I received the 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 2022-2023 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: \_\_\_\_\_

Date of signature: DD / MM / YYYY