



Wraithlington
School

Student Exam Handbook 2023/24

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This handbook is reviewed and updated annually

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Introduction

Writhlington School and Somerset Studio School are 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.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow for the school year 1st September 2023 – 31st August 2024. You will also find some frequently asked questions and answers. Please read this booklet carefully and show it to your Parents/Carers so that they are also aware of the examination regulations and procedures. I can be contacted during the school day in the Data Hub Office or via email, if you have any queries.

Mrs Tout Exams Officer

Purpose of the candidate exam handbook

All Students Must:

- Read and fully understand the JCQ Notices to Candidates included in this booklet.
- Check all the details on your Individual Candidate Timetable (issued prior to exams)

And report any errors to the Exam Office.

- Inform the school, via the Exam Officer, of any event for which special consideration might be sought from the Exam Boards (e.g. illness before an exam, bereavement or other trauma, disadvantage or disturbance during and exam).
- Read the instructions of each exam paper carefully

If you break any of the exam rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Exam Board

Why are Mock exams run as if they were real GCSE/GCE exams?

- Mock exams are your opportunity to practice for the real exams, bring in the correct Equipment and learn how to follow the JCQ regulations in full.
- It also informs your teachers of where you are and crucially what you need to work on

Coursework/Controlled Assessments/Non-Examination Assessments

- please see appendices 2 & 3 at the end of this booklet for the full JCQ notice

Written exams

- You will receive an individual candidate timetable around Easter, which indicates: the date and time, subject title, exam level, room and seating arrangements for all your exams.
- Check the information is correct on your individual exam timetable, including your name (all exams are taken using your legal name), if you have any queries or questions please contact the Exam Officer at this time.
- Please ensure you have read the JCQ information for the candidate's documents –

written/onscreen examinations, appendices 4 & 5 social media appendix 7

- Please read the Exam room posters – Warning to Candidates and Mobile Phone

Appendices 8 & 9

Exam Clashes

If you have an exam clash please see the Exams Officer to resolve the clash.

Your clash will either be a "Back to Back" clash, where you take one exam straight after the other or a "Proper Clash" where you will take one exam in the morning and one in the afternoon.

If you have a "Proper Clash" will have been reminded you that

- You will be kept under supervision in between your two exams
- You cannot have your mobile phone until all clash exams are completed
- During this time you can revise, you cannot have any internet access
- During this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- You must bring a packed lunch as you will not be allowed to go to the canteen

If you do not understand your clash instructions please speak to the Exams Officer.

Where you will take your exams

- The majority of our exams take place in the Main Sports Hall, exam concessions students will differ.
- Please ensure you read your timetable to confirm the room your exam is scheduled in.
- Refer to the seating plans on the Examination Noticeboard, displayed on a daily basis.

What time your exams will start and finish

- Morning exams start at 09:00am, afternoon exams start at 13:30pm, however sometimes these timings may be different, and you should refer to your individual timetable for accurate timings.
- Always check the exam notice board on the day of your exams for any changes.
- You must arrive 15 minutes before the start time.
- All mobiles phones, iPods and smart watches must be switched off and placed into your bag and not in blazer pockets please refer to the JCQ regulations for more information.
- You must remain seated in the room until the end time of the exam.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to but will need to sign to confirm extra time was not required.

Exam Contingency Day

- **All students should remain available for exams up until *****th JUNE should an awarding board need to invoke its contingency day.**

Supervision during your exams

- Exams are supervised by a team of invigilators employed by the school. Who are there to help you.
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all time.
- Invigilators are in the exam room to supervise the conduct of examinations and they must follow the strict rules and regulations when conducting exams as directed by JCQ exam boards.
- They will distribute and collect the exam papers
- Tell you when to start and finish the exam
- Hand out extra paper if required
- Deal with any problems that occur during the exam, e.g. a student feeling ill
- Invigilators cannot discuss the exam paper with you or explain the questions
- The Exam Officer and/or a member of Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the exam room.
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations.

Exam conditions

➤ You are under exam conditions from the moment you enter the exam room (for full set of rules please read appendix 5 Information for Candidates – Written exams) until you are given permission to leave by the invigilator (this means until you are outside the exam hall). You must not:

- Speak as you are entering the exam room
- Take any notes/mobile phones/watches/fitbits/iPods etc. into the exam. If you are found to have anything with you which is not allowed, even if you did not intend to use it, this will be reported to the exam board. The normal procedure in these circumstances is to disqualify the candidate from the paper or subject.
- Distract or communicate with other students

You must:

- Listen and follow the instructions of the invigilator.
- Face the front at all times.
- Put your hand up if you need anything and wait for the invigilator to come to you.
- Only take in a clear plastic pencil case with equipment required including a calculator.

Where you will sit in the exam room

- The Majority of Exams will take place in the Main Hall, the desks will have names cards on the desk for core exams.
- Your seat number is on your exam timetable and on seating plans on the exam noticeboard which is located by the canteen, you must know this before you go in the exam.

How your identity is confirmed in the exam room

- Each Candidate has a four-digit number, which is used by all the exam boards to identify you. You must write it on all your exam papers and it is a good idea to remember it, however in majority of exams we place on the desk, a photo ID card with your name and exam number on it.
- You must write your Legal Name for exams do not use your preferred name
- Invigilators will take a register at just before the start of the exam and may ask you to confirm your name.

Length of Exams

- The length of an examination is shown on your individual candidate timetables and also under the heading duration on the question paper
- Invigilators will tell you when to start and finish the exam
- The start and finish times will be displayed on the whiteboard inside the exam room, have digital watch if you can't analogue.
- You will not be allowed to leave an exam room early even if you have finished.
- If you are sure you have finished, use the remaining time to check over your answers. Check the exam instructions and check that you have completed everything correctly
- If you have finished early you must sit quietly facing the front and do not turn around or look about the room, make any noise or distract other students in any way.

What equipment you need to bring to your exams

You are responsible for providing your own equipment for examinations

- You must not lend equipment or attempt to borrow from another student in the exam room
- Only material listed on the question paper is allowed in the exam room
- You must not have on or near you any other material. This means nothing should be in your pockets. You should not bring any journals, bags, coats, books or notes into the exam room.
- If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk

You will need:-

- Transparent pencil case or clear plastic bag
- Black ball point pens – NO blue pens and No gel pens as scanners may not be able to read blue/gel ink. ➤ Pencil, sharpener and rubber – No correction fluid or pens
- Ruler with cm and mm
- Highlighters must not be used in your answers but can be used to highlight words or text.
- Calculators may be allowed for some exams e.g. Maths, Science and Business. **No instructions or lid**, make sure you have new batteries and that they are reset (please see section below on using calculators)
- Clear water bottle (if desired) with water only and with the label removed

Using calculators

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

[Taken from JCQ Instructions for conducting examinations 2020-2021, Section 10]

Calculators must be: <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.	Calculators must not: <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.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

What you should not bring into the exam room You must not take into the exam room:

- Notes
- Mobile Phone, an iPod, MP3/4 player, watch, calculator lid, fit bit or any other electronic device.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it and you will be subject to penalty and possible disqualification.

Food and drink in exam rooms

In accordance with JCQ guidelines you are not allowed any food or drink in the exam room other than as previously mentioned a CLEAR plastic water bottle (if desired) with water only and the label removed. If for medical reasons you need to bring food into the exam room, please notify the Exams Officer before the exams start.

What you should wear for your exams

- If you are in Year 11, you must wear full school uniform.
- 6th form students can wear their everyday clothes but **must not wear hoodies**

or coats/jackets with pockets and hoods. You will be asked to remove your coat when you enter the exam room.

Where your personal belongings will be stored during your exam

We strongly advise that you bring as little personal belongings as possible to an exam. If you have a bag it will be placed at the back of the Sports Hall. Phones and other technological devices should be switched off and in your bag.

What to do if you arrive late for an exam

- You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you the full time for the exam.
- If you arrive very late, the school must inform the Exam Boards, giving the reason and evidence for your lateness. The Exam Board may decide not to accept your work.

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

- Inform the school immediately so that we can help or advise you. For example, if you have an injury which makes you unable to write it may be possible to provide you with a scribe or laptop. You must obtain medical evidence (from GP or Hospital) if you wish the school to make an appeal for Special Consideration on your behalf.
- If you feel ill during the exam put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during an exam. If you think this may have affected your performance you may be eligible for Special Consideration. If you feel unwell before the exam please let the Exam Officer know.

What happens if you have an unauthorised absence from an exam

- If you miss the examination, you CANNOT take it on another day. Timetables are regulated by the Exam Boards and you must attend on the given date and time.
- If you miss an exam without good reason, you will be charged the entry fee. You also risk not gaining your final GCSE and GCE.

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

- If the Fire Alarm sounds during an examination, the invigilators will tell you what to do
- Do not panic
- Close your paper and leave it on the desk
- If you have to evacuate the room, you will remain silent and leave by the nearest fire exit with your designated invigilator
- You must remain silent at all times and not attempt to communicate with any other students and it is very important you recognise that you are still under exam conditions and the rules still apply.

- Do not stop to collect personal belongings
- When you return to the exam room do not start writing until the invigilator tells you to.
- You will be allowed the full time for the exam and a report will be sent to the Exam Board with details of the incident (see Appendix 10)

What if I think I have the wrong paper?

The invigilator will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately

Can I go to the toilet during the exam?

Only if it is necessary. You will be escorted by an Invigilator and will not be allowed any extra time. Please go beforehand to avoid this happening. If you have a toilet card then please display this on the desk.

At the end of the Exam

- The Invigilator will tell you when to stop.
- **You must stop writing immediately and remain silent, facing the front.**
- Remember that you are still under exam conditions until you have left the room.**
- Leave the room in silence, show consideration for other students who may still be working. Other students may be doing a different paper, which is longer, or have extra time and the exam room must remain silent
- Invigilators will collect all question papers, answer booklets and any additional paper.
- If you have used more than one answer book or loose sheets of paper, ensure your name is written on them all and insert them inside your answer booklet.
- Remain seated in silence until told to leave the examination room.

Candidates with access arrangements

- Some students are entitled to various access arrangements and all invigilators are aware of what they are.

Special Consideration

- Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases)

- You should be aware that any adjustment is likely to be small and no feedback is provided
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the exam or production of coursework is affected by adverse circumstances beyond their control.
- The Exam Officer must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application. Alleged, suspected or actual incidents of malpractice 'Candidate Malpractice' means malpractice by a student in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Examples of Candidate Malpractice include:

- A breach of instructions or advice of an invigilator, supervisor, or the exam board in relation to the examination or assessment rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security of the examination assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Allowing work to be copied e.g. posting work on social networking sites prior to an exam/assessment. ➤ Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language).
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- Bringing into the exam room or assessment situation unauthorised material, for example: mobile phones, iPods, MP3/4 players, pagers, smart watches or similar electronic devices. notes, study guides and journals, your own blank paper, calculators (when prohibited), dictionaries (when prohibited), translators, wordlists, glossaries,
- The unauthorised use of a memory stick or similar device when a candidate is using a word processor.
- Behaving in a manner so as to undermine the integrity of the exam.
- The alteration or falsification of any results documents, including certificates.

Penalties for Malpractice

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed from the exam room.
- The candidate will also be warned that the Exam Board will be informed and may decide to disqualify the candidate.

Malpractice covers a range of possible actions for example having any unauthorised materials (such as those listed in the above examples) The possible sanctions include:

1. Warning
2. Loss of marks for a section
3. Loss of marks for a component
4. Loss of all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from a whole qualification
8. Disqualification from all qualifications taken in that series
9. Candidate being barred from taking any further exams now or in the future.

Results

GCE results can be collected from *am on Thursday **th August 2023, GCSE results can be collected from *am on Thursday *th August 2023.

If you wish any other person to collect your results on your behalf, you must give your written and signed permission to school before results day. That nominated person must have photo ID with them. Please see Appendix 1 for Form to complete.

Results will NOT be given out over the telephone.

Post-results services

Post-Results information can be found on the school website. On results day if you have not got the grades you need for 6th form/college/university

- Speak with either the Head of Sixth Form or other members of staff who will be available for advice.
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to your subject teacher.
- You should be aware that if you apply for a review of marking that marks could go down as well as up or stay the same.
- If you wish to go ahead with a review of marking after speaking to your teacher, you must complete the relevant forms and return asap to the Exams Officer with any fees payable. Please see the form at the end of this booklet, which can be used. All students have to sign a consent form before a review of marking can be submitted.

Please note that there is a deadline with the Review of Marking and Access to Scripts services

Certificates

- Certificates arrive in school at the start of November and there is a presentation evening where you can collect your certificates.
- If you are leaving school and would like your certificates collected by someone else, you must give your written and signed permission to the nominated person, who must have photo ID with them.
- The school only needs to keep certificates **for 12 months after this time they are confidential shredded.**
- If you need replacement certificates you will have to go directly to the Exam Boards to request a replacement at a substantial cost.

Appendix 1

Third party to collect exam results/certificates

Permission for a third party to collect your exam results/certificates

Student Name:.....

Address:.....

.....

Date:.....

To: Exams Officer

I will not be able to collect my results on results day and therefore, give permission for the named person below to collect them on my behalf.

Name of Collector:

GCSE / A2 * please circle as appropriate

He/she must bring photographic proof of identity and this notification to enable you to release my results otherwise the results will not be issued.

Student's Signature:.....

Print Name:.....

Appendix 2

JCQ Information For Candidates – Coursework

https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf

Appendix 3

JCQ Information For Candidates – Non-Examination Assessments

https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Writhlington School and Somerset Studio School compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, section 5.7 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that 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."

Certain components of GCSE and GCE qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Writhlington School and Somerset Studio School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Writhlington School and Somerset Studio School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Writhlington School and Somerset Studio School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Writhlington School and Somerset Studio School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Writhlington School and Somerset Studio School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Writhlington School and Somerset Studio School will, having received a request for copies of materials, promptly make them available to the candidate within [5 calendar days].
4. Writhlington School and Somerset Studio School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing within [5 calendar days] of receiving copies of the requested materials [- by completing the **internal appeals form**].
6. Writhlington School and Somerset Studio School will allow [10 calendar days] for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Writhlington School and Somerset Studio School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Writhlington School and Somerset Studio School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The candidate will be informed in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of **Writhlington School and Somerset Studio School** and is not covered by this procedure.

Appendix 4

JCQ Information for candidates – on-screen tests

https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf

Appendix 5

JCQ Information for candidates – written exams

https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written_Examinations_2324_Revision_One_FINAL.pdf

Appendix 6

JCQ Information for candidates – Privacy Notice

https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf

Appendix 7

JCQ Information for candidates – social media

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>

Appendix 8

JCQ No Mobile Phones poster

https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf

Appendix 9

JCQ Warning to Candidates poster

https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf