



Candidate exam handbook

2023/24

This handbook is reviewed and updated annually

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Contents

Introduction.....	3
Purpose of the candidate exam handbook	3
Coursework/Non-Examination Assessments.....	3
Written timetabled exams	3
Contingency day - Summer 2022.....	4
Where you will take your exams	4
What time your exams will start and finish	4
Supervision during your exams.....	4
Exam room conditions.....	5
How your identity is confirmed in the exam room.....	5
What equipment you need to bring to your exams.....	5
Using calculators	6
What you should not bring into the exam room.....	6
Food and drink in exam rooms.....	6
What you should wear for your exams	6
What to do if you arrive late for an exam.....	6
What to do if you are unwell on the day of an exam	7
What happens if you have an unauthorised absence from an exam	7
What happens in the event of an emergency in the exam room.....	7
Alleged, suspected or actual incidents of malpractice	7
Post-results services.....	8
Certificates	8
Internal appeals procedures	8
Complaints and appeals procedure	8

Introduction

Broadwater 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 session/assembly*
- ▶ *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/carers) to any exams-related policies/procedures that are made available on the centre's website, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.*

Coursework/non-examination assessments

- ▶ *Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media can be found on the school website under examinations*
- ▶ *Your subject teacher will inform you of your raw mark once the assessment is complete, note that they are unable to give you a grade as the grade boundaries are subject to change each year*
- ▶ *Deadlines can vary from subject to subject and you will be made aware by your teachers*
- ▶ *Your assessment will be marked by your subject teacher and will be subject to internal and external moderation.*

Written timetabled exams

- ▶ *Candidate statement of entry for summer 2024 exams will be issued by the Exams Officer Mrs Ames. **It is your responsibility to ensure that the details are correct** including the subjects you are being entered for and personal details such as date of birth and spelling of names.*
- ▶ *If the information is incorrect you should amend it and pass it back to the Exams Officer immediately.*
- ▶ *If the information is correct you should sign the statement of entry to confirm.*
- ▶ *You will be issued with an individual timetable detailing all of your examinations. You should check this for missing exams or inconsistencies and alert the Exams Officer immediately if there are any issues.*

- ▶ *The JCQ information for candidates' documents are important and you must read these to ensure you understand what is expected of you during the examination period. You can find links to the electronic versions of these via the school website.*
- ▶ *Exam room posters – Warning to candidates, Prohibited Items are also attached for you.*

Contingency days - Summer 2024

The awarding bodies designate a 'contingency day/s' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland -

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

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

The dates for 2024 will be included on the timetable.

Where you will take your exams

Your written examinations will be conducted in the main hall, or in smaller Access Arrangement rooms within the school (you will be informed if you are in a smaller room in advance).

What time your exams will start and finish

- ▶ *Morning examinations will begin at 9am promptly. Afternoon examinations will begin at 1pm promptly (except where otherwise noted on the timetable). These times will be the same for PPE's (mock exams) where possible.*
- ▶ *Candidates will remain in the examination room until the end of the exam time to avoid disturbances to other candidates.*

Supervision during your exams

- ▶ *Exams are supervised by a team of external invigilators who are trained and employed by the school and are therefore also school staff.*
- ▶ *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. It is imperative that you follow their guidance throughout the examination period.*

Exam room conditions

- ▶ *Candidates will gather in the Bistro. Students in the Hall will line up in their seating order and will be lead out to the Hall in these lines. Seating plans will be on display in the Bistro. Students in Access Arrangement rooms will leave their belongings in the Bistro then must go and wait quietly outside their room (you will be informed of your room in advance).*
- ▶ *Candidates are under **formal exam conditions from the moment they enter the exam room** until they are given permission to leave by the invigilator*
- ▶ *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*
- ▶ *The following information will be displayed in the exam room: centre number, centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam.*
- ▶ *When you are instructed to do so, **and not before**, you should complete the information on the front of your exam paper. It is important this matches the information on your exam identification card, ie is the same name and surname that has been entered with the exam board. If you have any issues/questions regarding your name please see Mrs Ames as soon as possible.*
- ▶ *Any relevant information regarding the use of additional answer sheets/answer books etc will be given at the time, exam board stationery will be provided.*

How your identity is confirmed in the exam room

*Students at Broadwater School are known by SLT, the Exams Officer and Head of Year. Each candidate has a photographic exam details card on their exam desk to enable external invigilators to further check identify. **Do not deface these cards**, they are a JCQ requirement.*

What equipment you need to bring to your exams

- ▶ *You should bring with you a black pen and a spare ideally, pencil, ruler, highlighter, this should be in a **clear** pencil case. You may also bring a bottle of water with **no labels and no wide neck. Only small capped bottles are permitted***
- ▶ *For some exams you will need a compass, protractor and a calculator **(no case)***
- ▶ *Whilst it is your responsibility to bring equipment with you, the invigilation teams will have some spare items in case your pen fails etc. It is better to bring enough with you so that you do not lose valuable time in the exam asking for items.*

Using calculators

- ▶ *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*
- ▶ *You need to ensure that your calculator is in exam mode – this will be checked*
- ▶ *You should ensure that there are no formulas saved on your calculator and it must have no lid or case*

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 formulas.

The candidate is responsible for the following:

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

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 formulas;
 - text.

What you should **NOT** bring into the exam room

- ▶ *All items listed as prohibited by the JCQ (see appendices)*
- ▶ *Nothing in any pockets*
- ▶ *prohibited items will be removed and may be cause for Malpractice*
- ▶ *There are **no watches of any kind** allowed in the exam rooms. They must be removed and left safely outside of the room.*

Food and drink in exam rooms

You may bring a bottle of water to each exam. This should be in a **small clear bottle with no labels/design/writing**. No food is permitted in the exam room.

What you should wear for your exams

Full school uniform must be worn for all exams.

What to do if you arrive late for an exam

Should you arrive late for an exam, you should report straight to reception. You will then meet with the Exams Officer who will determine if it is possible for you to sit your exam.

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

- ▶ *If you are unwell on the day of an exam, you should attend school if it at all possible, where a decision will be made about whether you are fit to sit the exam.*
- ▶ *If you are unwell but able to sit the exam then Special Consideration can be applied for.*
- ▶ *If you feel unwell during an exam you should alert an invigilator immediately.*
- ▶ *If you are unable to attend on the day of an examination, it is recommended that you seek medical advice and a medical certificate.*
- ▶ *Any evidence that you can provide the school will help enable us to apply for special consideration.*
- ▶ *Ultimately a candidate's health and well-being are of paramount importance. Broadwater School is committed to the well-being of our students.*

What happens if you have an unauthorised absence from an exam

If a candidate is absent from an exam without medical reason Broadwater School reserves the right to invoice for the cost of the exams missed.

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

Should there be an emergency evacuation of the exam room, ie the fire bell sounds, students will be directed by invigilators. Students in the main hall should put down their pens, close papers and leave the hall by the side fire doors as directed by invigilators and proceed to the fire drill assembly points at the front of school. Students in access arrangement rooms should put down their pens and leave the building as directed by the invigilators. **ALL STUDENTS MUST LEAVE IN SILENCE AND REMAIN SILENT.** It is imperative that formal examination conditions are maintained throughout as the exam can continue should the building be considered safe to return to. If this protocol is broken the entire exam paper will be at risk of being given a U grade.

Alleged, suspected or actual incidents of malpractice

Broadwater School will maintain the integrity of the examination process and will inform the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

Post-results services

Details of post results services, including appeals can be found in the school examination policy which is held on the school website. Results day 2024 GCSE's is 22nd August 2024.

Certificates

Certificates will be available in the autumn following results day.

- ▶ *Certificates will be issued during November 2023 at the Celebration Evening. Details of this will be released closer to the time.*
- ▶ *Certificates are all Originals and **cannot be replaced by the school**. They cost around £70 each to replace via the exam boards. Keep them safe.*
- ▶ *If certificates are not collected at the given time they will be available by appointment from the Exams Office. They must be signed for, and can only be collected by someone other than the person named on the certificate with written permission.*
- ▶ *Unclaimed certificates will be posted out by registered post by the end of the year.*

Internal appeals procedures

- ▶ *Details of the centre's internal appeals procedures are available in the Exams policy on the school website and on the Greenshaw Learning Trust Website.*
- ▶ *If you should request a review of internal marking this needs to be done in writing to the Exams Officer within the timeframe set out in the Exams policy or to the teacher of that subject, as directed.*

Complaints and appeals procedure

Details of the complaints and appeals procedure can be found on the school website.