



Candidate
exam
handbook

2016/17

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Date of next annual update

August 2017

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Introduction

This document is to help you through the examination and assessment process, explain the exam and assessment procedures, issue the regulations and hopefully answer any questions that you might have.

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#)

Information you will receive about your exams and assessments

You will receive your exam timetables and seat numbers at some time around the Easter holidays, and you should check these carefully.

You will also be given a candidate briefing assembly by the Head of Year which will detail what is expected of you during the exam period, and what to do if you have any problems.

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

The Exams Officer should notify you if you have a clash (two exams due to start at the same time), and an alternative plan will be put in place for you. If there is a clash, you must be supervised in between your exams. Supervision requires that a member of centre staff or an invigilator will be in the same room as the candidate(s) at all times. The candidate(s) must not be in possession of an electronic communication/storage device or have access to the internet.

Where you will take your examinations

You will sit your examinations on site at Aylestone Business and Enterprise College, **either in the Upper Gym or in a classroom.**

What time your examinations will start and finish

Examinations will generally start at 9am for the morning session, and 1.15pm for the afternoon session. There will be a primer at 8.45 for morning and exams, and at 1pm for afternoon exams which you should attend. Once you enter an examination, you must remain in the room until the end of the examination. There may also be occasions where an exam may run until after the end of the school day at 3.15pm. In this case you should arrange your own transport home.

Supervision during your exams

The examinations will be supervised by a team of invigilators who will generally be external to the School. The invigilators must follow strict rules, regulations and instructions when conducting the exams as directed by JCQ and the awarding bodies.

Exam conditions

You will line up outside the exam room according to where you will be seated. Your teachers will explain to you what you need to do. As soon as you are in the exam room you will be under exam conditions until you are given permission to leave the room by the invigilator. Candidates must listen to and follow the instructions of the invigilator at all times in the exam room and you must not communicate with other candidates at any time.

Where you will sit in the exam room

There will be a seating plan outside of the room which you must check to find out where you are sat. Each desk will have a card on it so you will be able to easily find it.

How your identity is confirmed in the exam room

The invigilators will have access to the photographs for the whole year group, and will be able to identify you from this. Your teachers will also identify you on your way in to the exam room. You will also have a candidate ID card which you must bring along to **each exam that you sit**.

What equipment you need to bring to your exams

You will need to bring your own equipment in to the exam room, and if you use a pencil case it **must** be see through. You will need pens and pencils for all exams, and mathematical equipment for some exams (ruler, protractor, compasses etc). Your maths teacher will tell you which type of calculator you are allowed to bring in to the exam room. Calculators can be brought into the exam unless it is specified on the front of the exam paper.

If you use a calculator you should make sure it works properly and that the batteries are working properly, clear anything that is stored on it, and remove the lid or cover if it has printed instructions or formulas.

What you should not bring into the exam room

You **must not** bring into the exam room any potential web enabled sources of information, such as iPods, iWatches, mobile phones, MP3/4 players and wrist watches that have a data storage device. Your mobile should be switched off and left outside the exam room, in the bagging area or with the invigilators **before** the exam starts. If you have access to unauthorised items in the exam room, this may be considered malpractice and the exam board may disqualify you – even if you were not using the item.

Food and drink in exam rooms

Water may be taken into the exam room in clear, see through bottles, but all packaging and labels needs to be removed.

What you should wear for your exams

You should wear normal school uniform for your exams.

Where your personal belongings will be stored during your exam

Your personal belongings (coats/bags etc) will be stored inside the exam room, or just outside if you are in a classroom. You may hand valuables to the invigilators before the exam, and collect them at the end.

What to do if you arrive late for an examination

If you arrive late for an exam, report to the invigilator as soon as you arrive. If you arrive more than an hour after the published start time of the exam, we have to let the Awarding Body know, and they may not accept your work.

If you arrive persistently late for an exam, the school reserves the right to refuse you entry to the exam hall and may charge you for the entry fee for your exam.

What to do if you are ill on the day of an examination

If you are ill on the day of an exam, contact the Exams Officer as soon as possible (346955). If you are ill but still able to sit the exam, it is important to let the Exams Officer know so that they can apply for Special Consideration if possible. Get medical evidence if possible.

If you are ill but cannot sit the exam, again contact the Exams Officer and get medical evidence. In most cases, the Exam Board will still give you a grade based on other units sat in that subject – but this is not guaranteed.

If you become ill during an exam, raise your hand and let the invigilator know.

If you are absent from an exam without letting anybody know, the school will ring your parents/guardians to enquire about your whereabouts. You may also be charged the entry fee for your exams.

What will happen in the event of an emergency in the exam room

If there is an emergency requiring evacuation during an exam, the invigilator will ask you to stop writing and leave everything in the room. You should then leave the room in silence and the invigilators will accompany you to a safe place. You **must** remain silent. You will then be taken back into the exam room and allowed the full amount of time to complete the exam. The exam board will be informed of the interruption.

Information about malpractice in examinations and the penalties imposed

Malpractice (cheating) either in an examination or a controlled assessment will be reported by the school to the exam board. The exam board will investigate the allegation, or ask the

school to, and if it is found to be true they will impose sanctions. This could be a reduction of marks or a disqualification.

Information about access arrangements for examinations

If you have access arrangements in class and mock exams as your normal way of working, you will be allowed to use them in your exams. This may mean that you are seated in a different room to the main exam room with different invigilators.

Information about results day

Results will be published on **24th August 2016** and you will be able to collect them from the school between 9.30am and 11am.

If you are unable to collect your results, please provide a stamped addressed envelope and we will post them to you on the Thursday. If you would like someone else to collect your results, we will need written permission from you.

Information about certificates

Certificates are sent to the school from the Awarding Bodies towards the end of October. A message will be sent out to the contact details the school holds for you regarding how you can collect your certificates, and details will also be published on the school website. The school will keep any uncollected certificates for a minimum of one year.

A link to the following JCQ documents can also be found on the school website – in the Pupils section under GCSEs and Exams page.

Appendix 1

[JCQ Information for Candidates –Controlled Assessments 2016-17](#)

Appendix 2

[JCQ Information for Candidates - Coursework 2016/17](#)

Appendix 3

[JCQ Information for Candidates –Onscreen tests 2016/17](#)

Appendix 4

[JCQ Information for Candidates –Privacy Notice](#)

Appendix 5

[JCQ Information for Candidates – Social Media](#)

Appendix 6

[JCQ Information for Candidates - Written Exams](#)