



# Candidate Exam Handbook 2021/22

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## Contents

Introduction .....	4
Purpose of this handbook .....	4
Malpractice.....	4
Personal data .....	5
Copyright.....	5
Coursework assessments/non-examination assessments.....	5
Written timetabled exams .....	6
Contingency day - Summer 2022 .....	6
On-screen tests .....	6
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	7
Where you will take your exams .....	7
What time your exams will start and finish .....	7
Supervision during your exams .....	7
Exam room conditions .....	7
Where you will sit in the exam room.....	8
How your identity is confirmed in the exam room.....	8
What equipment you need to bring to your exams .....	8
Using calculators.....	9
What you should not bring into the exam room.....	9
Food and drink in exam rooms.....	9
What you should wear for your exams .....	10
Where your personal belongings will be stored during your exam .....	10
What to do if you arrive late for an exam .....	10
What to do if you are unwell on the day of an exam .....	10
What happens if you have an unauthorised absence from an exam .....	10
What happens in the event of an emergency in the exam room .....	11
Candidates with access arrangements.....	11
Alleged, suspected or actual incidents of malpractice .....	11
Results .....	12
Post-results services.....	12
Certificates.....	12
Internal appeals procedures .....	13
Complaints and appeals procedure .....	13
Appendix 1.....	14
JCQ Information for candidates - coursework .....	14

Appendix 2.....	14
JCQ Information for candidates – non-examination assessments .....	14
Appendix 3.....	14
JCQ Information for candidates – on-screen tests .....	14
Appendix 4.....	14
JCQ Information for candidates – written exams.....	14
Appendix 5.....	14
JCQ Information for candidates – Privacy Notice.....	14
Appendix 6.....	14
JCQ Information for candidates – social media .....	15
Appendix 7.....	15
JCQ <i>Unauthorised items</i> poster.....	15
Appendix 8.....	16
JCQ <i>Warning to Candidates</i> poster.....	16

## Introduction

**Cockburn School** is committed to ensuring that students 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 this handbook

- ▶ *To support/complement the student briefings and assemblies*
- ▶ *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 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/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.*

## Malpractice

This is to ensure students are aware of what malpractice is and the possible consequences.

- *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](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to [Information for candidates – social media](#) (Effective from 1 April 2021)

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.
- 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.

Also refer to the centre's **Managing Behaviour Policy within the Exams Policy**

## Personal data

Cockburn School is committed to ensuring Students are aware of what personal data is being used and which organisations will use this data.

- *The awarding bodies collect information about exam candidates this includes legal names, date of birth, gender and race.*
- *To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** (this is located at [www.cockburnschool.org](http://www.cockburnschool.org) in the Parents & Carers section then goto Exam Information)*

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

## Copyright

- *The copyright of any 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

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

- *Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (located at*

[www.cockburnschool.org](http://www.cockburnschool.org) in the Parents & Carers section then go to Exam Information)

- Assessments towards a qualification will begin in KS4 (Year 9 – 11) and will take place throughout the year – *Subject teachers will make students aware of deadlines.*
- *How candidates are informed about their assessments – Through the FROG student platform and from subject teachers during their lessons.*
- *Work is marked/assessed by the subject teacher in the first instance, then internally moderated before a sample is passed to external moderators.*
- *Students are informed of their raw marks before they are officially sent to the examination boards. This will be done between the subject teacher and the student.*

Refer to [Instructions for conducting non-examination assessments](#), Foreword and [Information for candidates documents](#)

### **Written timetabled exams**

- ▶ Cockburn School will provide each student with a Candidate statement of entry to allow the student to check personal details and exam entries are correct. Any statement details that are incorrect the details will be passed via Form tutors and Head of Year to the exams office.
- ▶ Candidate exam timetables will then be passed to students to ensure candidates know the date and time of all their exams/assessments, where they are sitting and in which exam room.
- ▶ The JCQ information for candidates' documents – written examination, social media are available in the appendices at the end of this document.
- ▶ Exam room posters – Warning to candidates, Unauthorised items will be displayed outside each examination room and in the appendices at the end of this document.

### **Contingency day - Summer 2022**

Please ensure that you are available on this day in the case of emergency changes to the exam calendar.

This year the date is

Refer to [ICE 15](#)

### **On-screen tests**

The JCQ information about On-screen tests is in appendix 3 of this document.

Students will take an On-screen test in BTEC Sport (PE) the details of which are available from the PE Office or from their subject teacher.

Students taking Hospitality & Catering will also sit a timetables On-screen examination as part of their course.

Refer to [Information for candidates – on-screen tests](#)

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

- ▶ *Cockburn School will make every attempt to ensure that there are minimal timetables clashes. In the event of a timetable clash the student will be informed and suitable supervision will allow the student to take the exam at another time during the same day.*

### **Where you will take your exams**

All external examinations are taken in the Sports Hall, The Small Gym, The Lecture Theatre or a number of smaller offices around the School. The details of where will be stated on your personalised exam timetable.

### **What time your exams will start and finish**

- ▶ All students' belongings (other than a calculator without the lid when appropriate) must be placed in their lockers before attending the exam briefing.
- ▶ *Morning exams will begin at 9am with exam briefing in the Theatre at 8:35am after the student has been registered.*
- ▶ *Afternoon exams will begin at 1pm with exam briefing in the Theatre at 12:55pm.*

### **Supervision during your exams**

- ▶ Exams are supervised by a team of invigilators, these are usually made up from non-teaching staff members around the School.
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- ▶ Invigilators are subject to training and are directed by the exams team.

### **Exam room conditions**

- ▶ *Candidates are escorted into the exam room from the Theatre where the exam briefing is held in candidate number order*
- ▶ *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 attempt to communicate with or disturb other candidates*
- ▶ *The information displayed in the exam rooms are - centre name, centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam*
- ▶ *There will be a ticket with your photograph, name, centre number, candidate number and exam paper details on the desk*
- ▶ *Any additional answer sheets must have details completed including name, candidate number and exam paper details*
- ▶ *If a candidate requires assistance they must put their hand up and remain in silence until an invigilator comes over*
- ▶ *Candidates must not temporarily leave the exam room without invigilator supervision otherwise they will not be allowed to re-enter.*

### **Where you will sit in the exam room**

- ▶ *Candidates are seated in candidate number order assigned to them at the beginning of Key Stage 4 (Year 9).*
- ▶ *You are dismissed from the Theatre in order of row from A down to U.*

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

Students are identified by their Head or Director of year who will complete a register once candidates are seated in their room. This may also be the exams officer who will use the photographs on the tickets in each room. The tickets have been produced using the School Information Management System (SIMS).

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

- ▶ *Students must bring their School calculator without the lid to their exams when appropriate*
- ▶ *All other writing materials necessary for the exams will be provided on arrival in the exam rooms*
- ▶ *Students are required to write in **black ink** at all times*
- ▶ *Any missing equipment will be replaced by the invigilator as long as the student makes them aware*
- ▶ *The transparent school pencil case on your desk will contain the following equipment:-*
  - *Black pen*
  - *Pencil*
  - *Ruler*
  - *Rubber*
  - *Pencil sharpener*
  - *Compass*
  - *Protractor*



- *2 different coloured highlighter*
- *For technology subjects coloured pencils will be included*

## Using calculators

Students must bring their School calculator unless told they are not required. Please do not bring calculator cases or lids into the exam room, leave them in your locker.

### 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

Students should not bring any unauthorised materials into the exam room. This includes:-

- ▶ *Mobile phones or any other electrical communication devices*
- ▶ *No wrist watches of any kind are allowed in the exam room*
- ▶ *No revision materials*
- ▶ *No bags or external clothing e.g. jackets, scarfs, hats, gloves*

## Food and drink in exam rooms

Students are allowed to bring only **water** into the examination room provided all packaging and labels are removed from the container. The container must be completely transparent. **No food** is to be brought into the exam room unless authorised by the Exams team on medical grounds. We may re-room a student if this has been authorised to minimise any disturbance.

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

School uniform **must** be worn at all times for examinations including the correct and appropriate footwear.

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

All bags, coats and revision materials must be stored in your lockers before attending the exam briefing in the Theatre.

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

If you know you are going to be late for an exam please contact the school attendance team who can provide information to the exams team. You will be classed as 'very late' if you are in the building after 10am in the morning and 2:30pm in the afternoon. If parents/carers can provide statements ensuring that the student has not had any contact with candidates who sat the paper or access to the internet/social media. Any late students are allowed to complete their exam but the awarding body may not accept their script.

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

If you are unwell or unable to attend during the day of the exam please contact the attendance team who will be able to provide advice on what to do next.

- ▶ If you are unwell and unable to attend an exam, medical evidence will be required to allow exam boards to certificate a qualification
- ▶ If you are unwell but manages to attend the exam, please ensure your head/director of year is aware so they can advise what to do next
- ▶ If you feel unwell during the exam please tell the invigilator who will seek advice from the exams team
- ▶ In the event of other unavoidable absences please contact the school who will provide advice on any relevant information you need to collect regarding application for special consideration etc.

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

Any unauthorised absences are subject to being billed for the entry fees for the particular exam in question.

Any external examinations missed will result in no marks for that particular component or unit unless medical evidence can be provided and is accepted by the awarding body.

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

In the event of an emergency in the exam rooms you will be asked to do the following

- ▶ Students must stop writing and close their exam scripts
- ▶ Students must await instructions from the invigilators in exam conditions
- ▶ If students are required to leave the exam room they must do so in silence and strictly with no communication to any other student in the room
- ▶ If communication of any kind occurs the student may not be allowed back into the exam room to complete their exam

## Candidates with access arrangements

Students with access arrangements will have been tested prior to any examination or non-examination assessment. Typical access arrangements include extra time, readers, scribes or word processor users.

- ▶ *Students will be informed and tested by the SENCo (Miss Devonshire)*
- ▶ *Exams will usually take place either in the small gym, the lecture theatre or for scribes in an office.*

## Alleged, suspected or actual incidents of malpractice

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or**
  - damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre
- ▶ *Any incident, allegation or suspicion of malpractice that arises during assessment or examination will be reported immediately to the awarding body by the Head of Centre (Head of School)*
  - ▶ *The awarding body will then respond by either taking no further action, asking the Head of Centre to investigate or investigate directly*
  - ▶ The awarding body will then decide on the sanction/penalty which could ultimately lead to the disqualification from the qualification in question or all qualifications
  - ▶ For further details please visit <https://www.jcq.org.uk/exams-office/malpractice>

## Results

- ▶ GCSE Results day is Thursday 25<sup>th</sup> August 2022 where students will be handed hard copies of a provisional statement of results.
- ▶ These results are provisional until post results services have been completed and certificates are issued in late November 2022.
- ▶ Year 11 will collect their results from the CLC between 9:00am and 10:30am.
- ▶ Year 10 will collect their results from the CLC between 11:00am and 12:00pm.
- ▶ Senior members of subject staff and careers/colleges will be available with further information on results day
- ▶ Results can be collected on a candidate's behalf if unable to attend the centres from the school office Mon-Fri 10am-2:30pm with the appropriate form available from the School website.

## Post-results services

Following the publication of provisional results to students on results day, there is then a period of time dedicated to post results.

*These can include*

- ▶ *Reviews of Results – Clerical re-check, review of marking, review of moderation and Appeals*
- ▶ *Access to Scripts – Copies of the original exam papers*
- ▶ *Requests for post-results services must be made through the centre*
- ▶ *From the point of publication of provisional results to students on the results day, the students will provide written consent for the school to request a Review of Results (RoR) or Access to Scripts (AtS)*
- ▶ *Students can discuss the possibility of requesting such services with their subject teachers who will pass this onto subject leaders*
- ▶ *Subject leaders and the Senior Leadership Team (SLT) will decide which students and subjects will have post-results*
- ▶ *Post-results services are only requested by the School (Exams Centre) to the awarding body*

## Certificates

Certificates for all qualifications will be released in late November after the post-results services are completed. Students will receive a letter from the School advising them when and where to collect their certificates. These are legal documents and are very costly to replace once lost.

- ▶ *Certificates are available once issued by the examination boards*
- ▶ *You can collect them from the school office*

- ▶ *You can arrange for certificates to be collected on a candidate's behalf if unable to attend the centre by using the slip provided on the letter or on the school website*
- ▶ *Unclaimed certificates are eventually returned to the exam board who may destroy them and charge you for replacements*

### **Internal appeals procedures**

Students can appeal against either

- ▶ *An internal assessment decision (centre assessed mark)*
- ▶ *A centre's decision not to support a clerical check, review of marking, review of moderation or an appeal*

The centre's internal appeal procedure is available from the Cockburn School website ( [www.cockburnschool.org](http://www.cockburnschool.org) ), Parents & Carers in Exams Information.

### **Complaints and appeals procedure**

It is a requirement for Cockburn School to have a written complaints and appeals procedure which will cover general complaints regarding the delivery or administration of a qualification.

The centre's complaints and appeals procedure is available from the Cockburn School website ( [www.cockburnschool.org](http://www.cockburnschool.org) ), About us > Complaints/Whistleblowing Policies

## Appendix 1

### JCQ Information for candidates - coursework

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

*Information for candidates - Coursework 2021-2022* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## 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.

*Information for candidates – non-examination assessments 2021-2022* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## 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).

*Information for candidates – on-screen 2021-2022* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## Appendix 4

### JCQ Information for candidates – written exams

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

*Information for candidates – written exams 2021-2022* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## Appendix 5

### JCQ Information for candidates – Privacy Notice

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

*Information for candidates – Privacy Notice 2021-2022* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## Appendix 6

## 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 – social media* Effective from 1 April 2020

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or Cockburn School Website – Exams Information

## Appendix 7

### 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, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"

<http://www.jcq.org.uk/exams-office/exam-room-posters> or Cockburn School Website – Exams Information



The poster features the JCQ logo at the top right. Below it is a navigation bar with links for AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main text reads: "NO MOBILE PHONES", "WATCHES", "MP3/4 PLAYERS", and "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". Below this is a graphic showing a mobile phone, a watch, and a smartwatch, all crossed out by a red diagonal banner that says "NO UNAUTHORISED ITEMS". At the bottom, it states: "Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification." and "This poster must be displayed in a prominent place outside each examination room."

©JCQ 2021 - Effective from 1 September 2021

### JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

*Warning to candidates* (©JCQ 2021 – Effective from 1 September 2021)

<http://www.jcq.org.uk/exams-office/exam-room-posters> or Cockburn School Website – Exams Information



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.**

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