



Candidate Exam Handbook

2022/23

This handbook is reviewed and updated annually

Produced/reviewed by

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Exam Contingency Days

Following the Covid-19 pandemic, a single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For the June 2023 exams, the awarding bodies have therefore introduced **two additional half-day contingency sessions**. These are on the **afternoons of Thursday 8 June 2023 and Thursday 15 June 2023**.

The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 28 June 2023**.

Therefore, in the event of a major disruption to scheduled exams, JCQ and/or the relevant Awarding Bodies may decide to postpone an exam to another date in the June 2023 exam series. This means that any students sitting external examinations in June 2023 **must** be available from Monday 15th May 2023 up to and including Wednesday 28th June 2023 to sit any exams that may need to be rescheduled.

Please do not book any holidays until after **Wednesday 28th June 2023**.

French speaking exams will run from Tuesday 2nd May 2023 up to and including Tuesday 9th May

Introduction

Woodham Academy 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 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
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on Woodham Academy's website

Coursework/non-examination assessments

Information candidates need to know about their assessments

- ▶ Teachers will inform candidates when their assessments will take place
- ▶ Teachers will inform candidates of what is required for their coursework/assessments
- ▶ Teachers will inform candidates of any relevant deadlines that must be met
- ▶ Most coursework/assessments are marked/assessed by teachers
- ▶ Candidates will be informed of their centre-assessed marks before the deadline for submitting marks to exam boards. This allows candidates to request a review of the centre's marking before the submission deadline.
- ▶ The French speaking NEA and BTEC Music Component 3 are externally marked

Written exams

Relevant information candidates need to know about their written exams and what additional information is provided to them and its purpose.

- ▶ Candidate statement of entry* (to check that personal details and exam entries are correct) If the information is incorrect contact the exams officer
- ▶ Candidate exam timetable* (to ensure candidates know the date and time of all their exams/assessments)
- ▶ The JCQ Information for candidates documents:
 - Written exams – Appendix 2
- ▶ Exam room posters:
 - Warning to Candidates – Appendix 1
 - No Mobile Phones - Appendix 4

On-screen tests

Information for on-screen tests

- ▶ The JCQ Information for candidates documents:
 - On-screen tests – Appendix 3

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

Information for exam clashes

- ▶ An exam clash is when a candidate has two or more exams timetabled at the same time
- ▶ It is not considered a clash where one paper can be taken, followed immediately by the next paper(s) in the same session. Candidates will have formal supervision from the beginning of the first exam to the end of the final exam. Candidates may be allowed a short supervised break between exams
- ▶ If the total time of two or more exams in one session is more than 3 hours including extra time and/or supervised rest breaks an exam may be conducted in a later session within the same day.
- ▶ ‘Clash’ candidates must be adequately supervised.
- ▶ Candidates will be informed of any exam clashes that affect them
- ▶ Candidates may revise using their own paper-based resources whilst under centre supervision between exams

Where you will take your exams

- ▶ Most candidates will sit their exams in the main hall
- ▶ Candidates will be informed if they are not sitting their exam in the main hall

What time your exams will start and finish

- ▶ Morning exams will start at **9am**
- ▶ Afternoon exams will start at either **1pm, 1:15pm** or **1:30pm** depending on the length of the exam. **Check exam start times carefully!**
- ▶ All candidates will remain in the exam room until the finish time of their exam.

Supervision during your exams

- ▶ Exams are supervised by a team of mainly external invigilators although there may be some internal staff.
- ▶ All invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam conditions

- ▶ Candidates must put their bags in the bag room. They should leave phones and watches with their bags.
- ▶ Candidates will wait outside until invited into the exam room. All mobile phones **MUST** be switched off. They must enter the exam in total silence handing in any mobile phones or watches still on their person.
- ▶ Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the exam room.
- ▶ Candidates must always listen to and follow the instructions of the invigilators in the exam room
- ▶ Candidates **must not** talk to, attempt to communicate with or disturb other candidates once they have entered the exam room
- ▶ The centre number, subject title and paper number, actual starting and finishing times, and date, of each examination will be displayed at the front of the exam room
- ▶ Candidates must **complete the details on the front of their answer books** with their correct first name, surname, centre number and candidate number, **only when told to do so by the person starting the exam**
- ▶ Candidates who feel unwell should put their hands up and inform one of the invigilators
- ▶ Candidates requiring equipment or additional answer sheets/answer books must put their hands up and request one from the invigilators

Where you will sit in the exam room

Candidates in Main Hall

- ▶ Candidates on the main floor are seated in rows A to L. Each seat in a row is numbered from 1 to 11
- ▶ Candidates on the stage are seated in rows D to I. Each seat in a row is numbered from 12 to 16
- ▶ Before each exam a list will be displayed in the exam hall window showing the location of your seat, (a letter followed by a number)
- ▶ If a candidate is unable to find their seat, they need to ask an invigilator where they should sit

Candidates in the Drama Hall

- ▶ Before each exam a list will be displayed on the door of the room showing the location of your seat, (a letter followed by a number)

How your identity is confirmed in the exam room

- ▶ To verify a candidate's identity, cards with the candidate's photograph and candidate number are placed on their desk.

What equipment you need to bring to your exams

- ▶ If you want to bring a pencil case into the exam room, it **must** be see-through

Using calculators

- ▶ 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.
- ▶ If you have a problem with your calculator tell an invigilator who is able to give you a replacement

Calculators must be:

- o of a size suitable for use on the desk;
- o either battery or solar powered;
- o free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

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

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - o language translators;
 - o symbolic algebra manipulation;
 - o symbolic differentiation or integration;
 - o 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:
 - o databanks;
 - o dictionaries;
 - o mathematical formulas;
 - o text.

[Taken from [JCQ Instructions for conducting examinations 2021-2022](#), Section 10.3, downloaded September 2022]

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

Candidates **must not** bring any of the following into the exam room:

- ▶ Notes
- ▶ Mobile phones
- ▶ Watches
- ▶ iPods/tablets
- ▶ MP3/4 players
- ▶ Calculator lids
- ▶ Any potential technological/ web enabled sources of information
- ▶ Tissues

If the regulations are breached it will be treated as malpractice

Food and drink in exam rooms

- ▶ Candidates may bring a clear bottle containing water into the exam room. The bottle **must** have a **sports top** and **no** label on it.
- ▶ The bottle **must** be placed on the floor once the candidate is seated.
- ▶ **No** food should be brought into the exam room.

What you should wear for your exams

- ▶ Candidates should wear the correct school uniform for all exams

Where your personal belongings will be stored during your exam

- ▶ Candidates must put their bags, coats and personal belongings in the bag room. They should leave phones, watches and any other prohibited items with their bags.

What to do if you arrive late for an exam

- ▶ If a candidate arrives late to an exam, they should report to reception immediately.
- ▶ Candidates will be allowed the full time for the exam
- ▶ If a candidate arrives very late, (more than one hour after the start time) they can still sit the exam, but the awarding body may not accept their script

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

- ▶ Candidates who are unwell and unable to attend an exam should:
 - Inform the school that they are unable to attend the exam
 - Obtain proof from a doctor that they are unwell
- ▶ Candidates who are unwell but manage to attend the exam should:
 - Inform the exams officer or an invigilator that they are unwell
 - Raise their hand to attract the attention of an invigilator if they need to leave the exam room due to illness
- ▶ Candidates who feel unwell during the exam should raise their hand to attract the attention of an invigilator and explain the problem
- ▶ The school can apply for special consideration for candidates disadvantaged due to illness.
- ▶ The awarding bodies require that candidates absent from the exam provide proof of illness from a doctor, in order to apply special consideration

What happens if you have an unauthorised absence from an exam

- ▶ Candidates or parents/carers of candidates will have to pay the examination entry fee if candidates are absent from an examination without authorisation.

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

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room. In the event of an emergency the invigilators will:

- ▶ Stop the candidates from writing
- ▶ Advise candidates to close their answer books
- ▶ Collect the attendance register (in order to ensure all candidates are present)
- ▶ Advise candidates to leave all question papers and scripts in the examination room
- ▶ Evacuate the examination room in line with the instructions given by the appropriate authority
- ▶ Candidates should leave the room in silence
- ▶ Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- ▶ Make a note of the time of the interruption and how long it lasted.
- ▶ Allow the candidates the full working time set for the examination.
- ▶ If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination

Candidates with access arrangements

- ▶ All candidates with access arrangements will have had discussions with either the SENCo, the exams officer or an invigilator regarding appropriate arrangements
- ▶ Candidates will have used their access arrangements during the mock exams
- ▶ Candidates who use reading pens are not allowed to use them for maths exams
- ▶ Candidates are personally informed about the location of their exams

Alleged, suspected or actual incidents of malpractice

Examples of Malpractice

Introduction of unauthorised material into the examination room, for example:

- ▶ Own blank paper
- ▶ Calculators, dictionaries (when prohibited)
- ▶ Bringing into the exam room notes in the wrong format or prohibited annotations
- ▶ Notes, study guides and personal organisers
- ▶ Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone, Smartwatch)
- ▶ Tissues

Breaches of examination conditions:

- ▶ A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations
- ▶ Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- ▶ Disruptive behaviour in the examination room or assessment session (including the use of offensive language)

Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):

- ▶ Talking
- ▶ Written communication
- ▶ Social media

Offences relating to the content of candidates' work:

- ▶ The inclusion of inappropriate, offensive or obscene material in scripts, coursework, non-examination assessments or portfolios
- ▶ Collusion: working collaboratively with other candidates beyond what is permitted
- ▶ Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing
- ▶ Making a false declaration of authenticity
- ▶ Copying from another candidate (including the misuse of technology)

Undermining the integrity of examinations/assessments:

- ▶ The deliberate destruction of work
- ▶ Writing on your hands during the exam
- ▶ Personation - deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated

Standard penalties for malpractice

<ol style="list-style-type: none">1. Warning;2. Loss of marks gained for a section;3. Loss of all the marks gained for a component;4. Loss of all the marks gained for a unit;5. Disqualification from the unit;6. Disqualification from all units in one or more qualifications taken in the series;	<ol style="list-style-type: none">7. Disqualification from the whole qualification;8. Disqualification from all qualifications taken in that series;9. Barred from entering for examinations for a set period of time.
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Results

- ▶ GCSE results day is Thursday, 24th August 2023
- ▶ Candidate's results will be available from 10 am
- ▶ Senior members of staff will be available immediately after the publication of results so that results may be discussed
- ▶ If a candidate is unable to attend the school to collect their results, they can write a signed note giving permission to a named person to collect their results. The named person must have suitable photo id.
- ▶ All results must be signed for, either by the candidate or the person named in the candidate's signed note
- ▶ Uncollected results will be stored securely

Post-results services

- ▶ Post-results services include:
 - Clerical re-check
 - Review of marking
 - Access to scripts
- ▶ Requests for post-results services must be made through Woodham Academy
- ▶ Candidates must sign a consent form before a review of marking or access to scripts can be requested
- ▶ Candidates will be contacted if the school feels there is a good reason to request a review of marking for an exam
- ▶ If the school supports a review of marking for an exam the school will pay the fee
- ▶ If the school does not support a review of marking for an exam, the candidate/candidate's parent or carer must pay the relevant fee
- ▶ If a review of marking is successful, and the candidate's grade goes up, the awarding body doesn't charge for the review.

Certificates

- ▶ Certificates will be available at the Year 11 certificates evening. The date of this evening will be published on our website, www.woodham.org.uk . Social media will also be used to inform students of this date.
- ▶ Students need to sign for the certificates before they can be released
- ▶ If a student is unable to attend the centre on this date, they can choose one of the following;
 - Send a representative with a signed letter giving authority for that person to collect the certificates; they will have to sign for them. The representative must have suitable photo id.
 - Arrange to pick up their certificates from reception at a later date
- ▶ Unclaimed certificates will be posted to the address we have on the system for you in December. **It is vital to let us know if you change address.**

Internal appeals procedures

The internal appeals policy is available on our website:
www.woodham.org.uk

Complaints and appeals procedure

The complaints and appeals policy is available on our website:
www.woodham.org.uk

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

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 the 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.

Effective from 1 September 2022

Appendix 5 Information for candidates for written examinations – effective from 1 September 2022

This document has been written to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

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.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not open the question paper until you are instructed that the exam has begun.**
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.

3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

2 **Do not** leave the exam room until told to do so by the invigilator.

3 **Do not** take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 6 Information for candidates for on-screen tests – effective from 1 September 2022

This document has been written to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.

- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **Do not open the paper until you are instructed that the exam has begun.**

E. Advice and assistance

- 1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).

- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.



AQA City & Guilds

CCEA

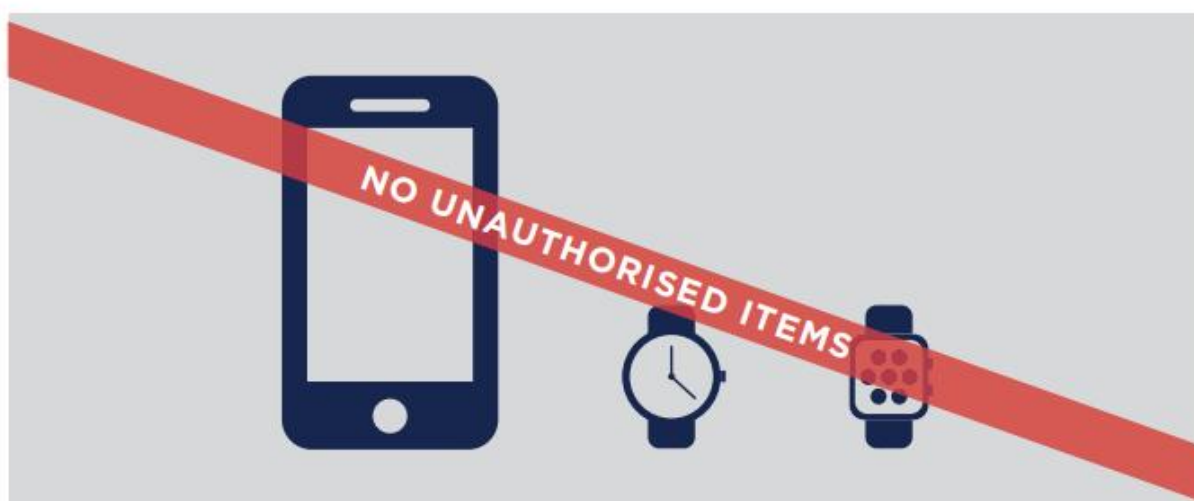
OCR

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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.