

# Candidate Exam Handbook

2019/20

This handbook is reviewed and updated annually

<b>Produced/reviewed by</b>	
Mrs Analise Benitez	
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## Introduction

Bayside Comprehensive 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/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

## Coursework/controlled assessments/non-examination assessments

- ▶ You will have been given relevant JCQ information for - coursework, controlled assessments, non-examination assessments, use of social media (these reference documents can be found on our website)
- ▶ You teacher will inform you in writing when assessments will take place
- ▶ You must meet relevant deadlines that must be met (dependent on the assessment type)
- ▶ Most work is marked/assessed internally (except in the case of oral and online based tests). It is moderated throughout and at the end to arrive at your final mark.
- ▶ You will be informed of their centre assessed marks\*\*
- ▶ In the case of NEAs you may ask for a review of marking if you have a valid reason This refers to the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre's marking. Please note this is not a remark and is not triggered just because you don't like the mark given.

*\*\* " 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."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.8]

*\*\*\* "The regulator's definition of an examination is very narrow and in effect any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA). 'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'."*

[JCQ publication [Instructions for conducting non-examination assessments](#), Foreword]

## Written exams

- ▶ You will have had a Candidate statement of entry to check that personal details and exam entries are correct.
- ▶ If this information is incorrect you should have seen your Form Tutor or Year Tutor
- ▶ You will have received an Individual Candidate Timetable\* (This ensures you know the date and time of all their exams/assessments, where they are sitting, which exam room etc.)
- ▶ There is official JCQ information for candidates documents – written examination, social media which you can refer to (<https://www.jcq.org.uk/>). Students are issued with a copy of this.
- ▶ Exam room posters will be clearly visible and include– Warning to candidates, Mobile Phone bans. Students are issued with a copy of this.

*\*" The centre agrees to...make arrangements to notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments..."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

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

- ▶ If you have a clash- this means two papers that happen at the same time, if those papers are sat in our centre our computer system will identify them for us to resolve. We will inform you in writing of the new time of the second exam.
- ▶ If it is not considered a clash ( one paper will be taken, followed immediately by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room)
- ▶ Students with clashes where the exam is moved to a later start time will be required to remain in the exam room and be accompanied by an invigilator to a secure area until the next exam is started. If you start at 2pm you will be required to bring lunch. You are not allowed to leave the building or communicate with any student that has already done the exam. This would constitute a serious security breach.
- ▶ Supervision arrangements will be put in place. We aim to make you as comfortable as possible, allow you to study should you wish to. Effectively you are under exam supervision and therefore no mobile phones must be in the room with you.
- ▶ In rare cases students may have 3 exams which exceed the 6 hours allowed at A Level and 5 ½ hours allowed at GCSE. On these occasions we may need to organise strict overnight supervision (at home) and the 3<sup>rd</sup> exam is taken the following day. If this happens we will discuss these arrangements with you and your parent/guardian.

## Where you will take your exams

- ▶ Most exams are taken in the Exam Hall. Special Access Arrangements are provided for the most part in Room 301.
- ▶ Those with Laptops will take exams in the Exam Hall or in another room.

- ▶ Some students may need to be in the library, offices or other rooms for extra arrangements.
- ▶ You must refer carefully to your Individual Candidate Timetable.

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

There are 2 exam sessions:

9.30 am and 2pm.

Exams will finish at different times according to their duration

- ▶ If an exam is 1 hour or less you must remain in the school until the published finished time. YOUR INVIGILATOR WILL TELL YOU WHEN YOU CAN LEAVE, failure to do so is malpractice and you may be disqualified from the exam.
- ▶ If you finish early you cannot leave- you must remain in the exam room until the finish time.
- ▶ If you arrive late it is at the discretion of the centre to allow you to start. It is the centres obligation to ensure that students who have already started are not disturbed.
- ▶ Very late arrival ( see section below- What to do if you arrive late for the exam)

### **Supervision during your exams**

- ▶ Exams are supervised by a team of invigilators. They are trained adults and they are in charge of you in the exam room.
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. They are responsible for reporting any irregularities and malpractice in the exam room.

### **Exam conditions**

- ▶ You will be invited into the exam room by row.
- ▶ You are under exam conditions from the moment you go up the steps or line up outside until you are given permission to leave by the invigilator.
- ▶ When you sit down place your Individual Candidate Timetable
- ▶ Remove your analogue watch and place it face up on the table.
- ▶ You must listen to and follow the instructions of the invigilator at all times.
- ▶ You must not communicate with other candidates
- ▶ The centre number, exam code, start and finish times will be displayed in the exam room.
- ▶ You will be asked to fill in information relating to the completion of your exam on the of the front of your answer books. Please use correct first name, surname, centre number, candidate number.
- ▶ You will be given any relevant information regarding the use of additional answer sheets/answer books etc.
- ▶ You must: write clearly and in black ink.
- ▶ Do all work, including rough work, on examination stationery.
- ▶ Write your answers in the designated sections of the answer booklet.

- ▶ Neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner.
- ▶ Do any rough work for multiple-choice papers on the question booklet.
- ▶ You must not use: • correcting pens, fluid or tape; • erasable pens; • highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet.
- ▶ You may also use a highlighter pen to highlight extracts in any resource material provided • gel pens in your answers; • blotting paper.

### Where you will sit in the exam room

- ▶ You are seated alphabetically by row.
- ▶ To find your desk look at the letter and number on your Individual Candidate Timetable and find your desk by following the numbers and letters on the wall. If you can't your desk stay at the front and ask an invigilator.

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

- ▶ **You must have your Individual Candidate Timetable face up on the desk. A senior member of staff will be present to identify any candidate who is unknown.**

*“A private, external or transferred candidate who is not known to the school or college must show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.”* [ICE 9.2]

*“In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **Centres must inform candidates in advance of this procedure and well before their first examination.***

*Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”* [ICE 9.3]

### What equipment you need to bring to your exams and What you should not bring into the exam room

- ▶ You must not take into the exam room: • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a digital/ smart wrist watch.
- ▶ If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk
- ▶ Any pencil cases taken into the exam room must be see-through.
- ▶ Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers
- ▶ 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.

## 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.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>● be borrowed from another candidate during an examination for any reason;*</li><li>● have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

[Taken from [JCO Instructions for conducting examinations 2017-2018](#), Section 3, downloaded 2 October 2017]

## Food and drink in exam rooms

- ▶ Bayside only allows small water bottles without labels in the exam room.
- ▶ Except in the case of a diabetic student where an appropriate snack may be brought in a clear bag and consumed if necessary.

## What you should wear for your exams

- ▶ Bayside expects students to wear the correct uniform
- ▶ Either a polo shirt with grey trousers and shoes or a polo shirt with blue shorts and canvas shoes.

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

- ▶ Bayside's policy is that **no bags, pouches or helmets are allowed in the exam room**. They could constitute a potential malpractice breach and present an obstruction hazard in the case of emergency evacuation.
- ▶ For reasons of security and unsupervised storage you must not bring these items to school and must not ask anybody else including teachers to take responsibility for it.
- ▶ Any student who brings a bag etc. leaves their possessions unattended does so entirely at their own risk.
- ▶ We do however make provision for those students with genuine reason such as excessive travel distances or clashes.

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

- ▶ If you arrive late you should see Ms Noguera / Mrs Benitez / Mrs Cortes

*14.1 A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.***

*14.2 A candidate who arrives after the start of the examination should be allowed the full time for the examination, **depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.***

*14.3 A candidate will be considered **very late** if they arrive: • more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination. For examinations that last less than one hour, a candidate will be considered very late if they arrive: • after the awarding body's published finishing time for the examination.*

- ▶ IT IS JCQ POLICY that students who arrive **very late** should have their paper sent for marking as normal. However it is not guaranteed that the paper will be accepted or marked.
- ▶ Students who persistently arrive late may not be able to sit further exams. Always note that accommodating late arrivals are entirely at the discretion of the centre.

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

- ▶ You or your parent/carer should call and inform us if you are unwell and unable to attend an exam. You need to provide us with medical evidence so we can inform the board.
- ▶ If you are unwell but manage to attend the exam you should come and see Mrs Benitez or Ms Noguera BEFORE the exam starts. We will make the most appropriate arrangements and can inform the board if necessary.
- ▶ If you feel unwell during the exam, put your hand up and inform the invigilator. They will take the appropriate action.

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

- ▶ If there is an emergency in the exam room which requires evacuation please:
- ▶ Remain under exam conditions, no talking or communication is allowed.
- ▶ Follow the instructions given to you by the invigilator.
- ▶ Once the emergency is over the exam will continue ( provided all instructions have been followed and nobody has broken the exam conditions set)
- ▶ The exam board will be informed of the disruption on your behalf.

## **Alleged, suspected or actual incidents of malpractice**

- ▶ The centre must report malpractice \*\*
- ▶ *“The malpractice table of offences are graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates” The link will take you to the document with these gradings.*

Taken from the JCQ publication [Suspected Malpractice in Examinations and Assessments](#)]

*\*“The centre agrees to: ... notify an awarding body immediately, by completing the appropriate documentation, of any alleged, suspected or actual incidents of malpractice ... Notification must be made to an awarding body whether involving a candidate (during examinations or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications)...”*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.11]

## **Results**

- ▶ A provisional statements of results will be published on the 13<sup>th</sup> August for AS and A Level and the 20<sup>th</sup> August for GCSE Provisional means that no results are final until the review of marking process is complete.
- ▶ Senior members of centre staff will be around to answer you immediately after the publication of results and on the Friday after the results form 9-12 am.
- ▶ All another enquires can be accessed through our Schoology application page either by looking at the FAQs or sending an email to [baysideapplications@baysideschoolgibraltar.gi](mailto:baysideapplications@baysideschoolgibraltar.gi)
- ▶ If you are unable to attend and collect your results they can be sent by email if you *give us permission and provide your email address*. For someone to collect your result for you they must have *your written permission* and proof of ID.

*\* “The centre agrees to...distribute provisional statements of results to all candidates, either electronically or in hard copy, without delay and regardless of any disputes...”*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.13]

*\*\* “Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly.”*

[JCQ publication [Post-Results Services, June 2017 and November 2017](#), Section 4.1]

## Post-results services

- ▶ Access to Bayside Post- Results services will be accessible through the schoology applications page which you will join after your results. Forms can be downloaded on the Schoology page and but are also available at the school reception.
- ▶ Forms will have details of the services available.
- ▶ Students should seek the advice of the relevant Subject Leader after the 1<sup>st</sup> of September (except in the case of A Level students with university decisions pending where a priority service will be available on the Friday after results)

*\*" The centre agrees to...have in place **written** procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publication of results..."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

*\*\* "...ensure that candidates have provided their written consent for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results..."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

*"This permission must be sought only after the candidates have received their results for the respective examination series."*

[JCQ publication [Post-Results Services, June 2017 and November 2017](#), Section 6.2]

## Certificates

- ▶ Certificates do not usually arrive until November. The school will inform you of their arrival. Students who have left the school will be notified in writing to collect these.

*\*" The centre agrees to...distribute certificates to all candidates without delay and regardless of any disputes..."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.15]

## Internal appeals procedures

- ▶ *The schools internal appeals procedure for NEAs is available on our website.*

*\* "The centre agrees to...have in place and be readily available for inspection purposes, 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... 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.**"*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.8]

*\* "The centre agrees to...have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)"*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

## Complaints and appeals procedure

- ▶ The schools complaints and appeals procedure is available on our website.

*"The centre agrees to...draw to the attention of candidates and their parents/carers their **written** complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

### JCQ Information for candidates – written exams

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

See document *Information for candidates – written exams 2018-2019* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## Appendix 2

### JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

See *Information for candidates – Privacy Notice 2018-2019* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## Appendix 3

### JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

See *Information for candidates – social media 2018-2019* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## Appendix 4

### JCQ No Mobile Phones 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.”

See poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

## Appendix 5

### JCQ Warning to Candidates poster

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

Insert the *Warning to Candidates* <http://www.jcq.org.uk/exams-office/exam-room-posters> or direct candidates to the document on the centre’s website and insert an *appropriately worded message* here.