



Joint Council for  
Qualifications<sup>CIC</sup>



# Student Exam Handbook 2023-24

## Information for candidates

### Written and on-screen examinations

With effect from 1 September 2023

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This document has been written to help you. Read it carefully and follow the instructions.

## Headteacher's Statement

This booklet is designed to offer you help and advice in preparation for your GCSE examinations. This booklet also states the rules and regulations of the exam boards that you must adhere to. Please read through this booklet carefully to ensure that you are familiar with what is expected of you.

May I take this opportunity to wish you well in your forthcoming examinations.

Do your best!

Good Luck.



Mr G. R. Potts DL  
Headteacher

## 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. Exams will take place in the Sports Hall, Main Performance Hall, Dance Studio or an Office.

Morning exams begin at 9:00am / Afternoon exams begin at 1:10pm.

Students **must** assemble at 8:45am or 1:10pm (after the lunch bell ends) in the areas below:

- Sports Hall - Canteen
- Main Performance Hall - Winter Garden
- Dance Studio and Offices – line up outside of the room allocated

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, a watch [smart or analogue], **Airpods, earphones/earbuds** or any other prohibited electronic device. (Please do not bring them into college, if you do you must hand them in to the invigilator and have them switched off). The college is not responsible for loss/damage items.

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.

### **For on screen test only:**

*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.*

5. If you have a watch, the invigilator will ask you to hand it to them. All watches are prohibited for all examinations.

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.

You will be issued with an exam timetable which has the following information:

- Date and time of exam
- Room
- Seat number

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, this will be reported to the exam board, and you may or may not be allowed to sit the exam.

4. Only take into the exam room **black pens**, pencils, erasers, ruler, and any other equipment which you need for the exam e.g., highlighters and calculators. You may take a pencil case into the exam, but it must be in a clear container.

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.

6. Pupils who do not wear full uniform are not permitted to sit the exam and will be at risk of being sent home.

7. All pupils must have their student ID card, which must be placed on their desk during the duration of the exam. If you have lost or defaced your ID card you will incur a £2.00 fee for the replacement.

8. All pupils with long hair must tie their hair back for the duration of the exam; earphones or ear devices are not permitted.

9. All coats and bags must be left in lockers or placed in the cages provided. College will not be responsible for any lost/damaged items placed in the cages.

10. Check all your pockets and make sure they are empty before entering the exam room.

11. Seating plans will be displayed outside each examination room for any last-minute checks.

12. Remember to go to the toilet before the exam starts as you will not be allowed to go during the exam (unless you have a valid medical pass).

## 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 the memory.
  - (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/tier or all the materials listed on the front of the paper.
  - (b) the question paper is incomplete or badly printed.
  - (c) If a page is meant to be blank, it will say so.
  - (d) Appears to be any other issues with your question paper or equipment
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 clearly before you start the exam.
  - Full name
  - Candidate number
  - Centre number
5. Do not open the question paper until you are instructed that the exam has begun.
6. Remember to write your answers within the designated sections of the answer booklet.
7. 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.
8. You must not communicate verbally or non-verbally in the exam room e.g., talking/ disturbing others/ turning around etc.
9. Water bottles are allowed but must be in a clear container with all labels removed. Only water is allowed in the exam rooms due to spillages.
10. All incidents or disruptive behaviour, will be reported to the relevant awarding body who may decide to cancel that paper and any subsequent exams.
11. Make sure you sit in your allocated seat with your own ID card – impersonating another candidate is a criminal offence and will be dealt with by the police, you may be prosecuted.
12. Remember to pace yourself during the exam and leave yourself 5-10 minutes at the end to read through and check all of your answers.

### **For on screen test only:**

1. Tell the invigilator if you:
  - (a) experience system delays or any other IT irregularities.
  - (b) you have a problem with your computer and are in doubt about what you should do.

## 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 or equipment
3. You must not ask for, and will not be given, any explanations of the questions.
4. If you are ill and are unable to attend an exam it is vital you phone the college on 01617858858 and tell us:
  - Your full name
  - Reason for absence
  - State the exam you should be completing
5. If you do miss an exam for illness you must obtain medical evidence such as, a note from your Doctor/GP detailing the reason for absence.
6. If you miss an exam without a valid reason e.g., refusal or truancy, then parents/carers will be charged the relevant examination entry fee [approximately £50.00]
7. You are not allowed to go to the toilet during exams unless you have a medical pass. Please ensure you go to the toilet before the exam starts.



## 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 e.g. Full name and Candidate number.
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.
4. At the end of the examination, stop writing immediately when told to do so.
5. Exam conditions do not end until you have left the examination room. Do not be tempted to talk/ turn around/ communicate in any way while you are still in the examination room. This is still malpractice even if all the papers have been collected in and you are exiting the room.
6. Once you have been dismissed, collect your belongings and leave the exam room quickly and in silence. **Remember** other examinations might still be continuing.
7. If you are entitled to extra time you will remain in the exam room even if other pupils have been dismissed. If the exam has finished, according to the published finish time and you don't want to use all/some of your extra time you may be dismissed by the invigilator.
8. Please be aware that the end of the exam may finish after **3:15pm**. Please double check the published finish times with your parent/carer(s), so you can make alternative travel arrangements. On a rare occasions the exam may start later than the published start time or the exam could be interrupted e.g. fire alarm. If this happens then all pupils must still be given the full time allocation. This would then delay the finish time which could impact on how you get home. Please ensure you discuss alternative travel arrangements.

### **For on screen test only:**

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).

## G. Key Dates

**JCQ contingency half day** – Thursday 6<sup>th</sup> June 2024 and Thursday 13<sup>th</sup> June 2024.

**JCQ contingency day** – Wednesday 26<sup>th</sup> June 2024

Please make sure you are available up until and on this date. This date is the **final exam date** which can be used if any exam has had to be rearranged on a national scale. Please do not book any holidays before this date.

**Results Day** – Thursday 22<sup>nd</sup> August 2024

## H. Frequently asked questions

### **Q. What do I do if there is a clash on my timetable?**

It will be indicated on your timetable if there is a clash of exams. There will be a slip attached to your timetable advising you what will happen, however, if you have any questions the please consult the Examinations Officer immediately.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam begins. If you think something is wrong put your hand up to inform the invigilator immediately as mistakes cannot be rectified after the exam.

### **Q. If I am late, can I still sit the exam?**

Provided you are not more than 1 hour late, it may be possible for you to still sit the exam. You should contact the college on **01617858858** if you are running late. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You must not enter the exam room without permission once the exam has started. It may not be possible to allow you extra time if you start the exam late. You should also be aware that if you start an exam 60 minutes after the published starting time, the school have a duty to inform the exam board and it is possible that your work may not be accepted.

### **Q. If I miss the examination can I take it another day?**

No. Timetables are regulated by the exam boards and you must attend on the given dates and times. There is not an option to rearrange. However, pupils **MUST** be available up to and including Wednesday 26th June (JCQ Contingency Day) in the event it is needed.

## I. Malpractice

### What is malpractice?

**Candidate malpractice is any act that jeopardises the security or integrity of any examination or assessment. All incidents of malpractice MUST be reported to the relevant Awarding Body. The candidate could not only be disqualified from the exam in which the report was made, but from all examinations taken in that series. Some examples of malpractice are listed below, however this is not an exhaustive list:**

- If a candidate refuses to sit the examination or walks out of the exam before the published end time, then the following will happen: The candidate will be charged for the exams cost. The awarding body will be notified about the breach of regulations, and they will determine the actions to follow. Re-entry to the exam room is prohibited and the candidate's paper will be posted to the exam board following the standard procedure.
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- copying from another candidate (including the use of IT to aid the copying).
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- Candidates whose behaviour is not satisfactory in the exam room will be given a warning by the invigilators. If the behaviour continues, the invigilators will call the EO or SLT who will warn the candidate about their behaviour. If the candidate does not comply, the EO or SLT member will remove the candidate from the exam room and will place in a secure area away from the exam room. The candidate may or may not be allowed to continue their exam.
- All forms of disruptive behaviour will be reported to the awarding body who will determine the outcome. For example, exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written, or non-verbal communication; **TURNING AROUND IS A FORM OF COMMUNICATION!**
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework.
- being in possession of confidential material in advance of the examination
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- plagiarism: unacknowledged copying from published sources or incomplete referencing.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, watches, MP3/4 players, pagers or other similar electronic devices.
- behaving in a manner so as to undermine the integrity of the examination.
- Writing on hands, arms etc.
- Writing on shirts/blouses etc.
- Defacing examination scripts in any way (including doodling/scribbling)

## J. Results

### How do I find out my results?

1. You (or a representative) may come into college on Thursday 22<sup>nd</sup> August 2024 to collect your results. Exact timings will be confirmed nearer the time. If someone is collecting on your behalf, they must bring a letter signed by you giving them your permission to obtain then and prior notice also needs to be given to the examinations officer.
2. If you can't attend on the day, we can post your results to you, but you must leave a stamped self-addressed envelope with the examinations officer before you leave college.
3. If we have to move to a virtual results' day for reasons such as not being able to access the school building:  
You will receive your results through your college email address by 12pm on 22<sup>nd</sup> August 2024. Please ensure that you can access your email and you know your password.

***We will inform you closer to the time if the results day will be face to face or virtual.***

### How do I get my exam certificates?

These do not arrive at college until mid/end of November, exam certificates will be issued in November or December.

More information will be shared nearer the time.

### **Enquires about Results - Review of Results**

Should you believe there has been an error in marking you can request to be considered for a review of results for externally assessed GCSE units. See the next sections for more details.

## K. Enquiries about External Results – Review of Results information

Should you believe there has been an error in marking you can request to be considered for a review of results for externally assessed GCSE units.

NEA coursework unit marks cannot be reviewed after GCSE Results day as the window has already passed (see NEA section of this document).

### **Review of Results**

The following two options are available:

1. **Clerical re-check:** This will review that all parts of the script have been marked, the totalling of the marks and the recording of the marks. The cost to the candidate of a clerical re-check varies between £8-£16.
2. **Review of marking:** This will review the original marking to check the mark scheme was applied correctly. Reviewers will not re-mark the script they will only correct any errors identified in the original marking. The cost to the candidate of a review of marking varies between £40-£60.

See *JCQ Post-Results Services* book on exams information webpage for full details, including details on a **review of moderation**.

### **Review of Results Submission Process**

Review of result requests must be processed by the centre on behalf of the candidate. **The cost of a review must be paid by the candidate and payment.**

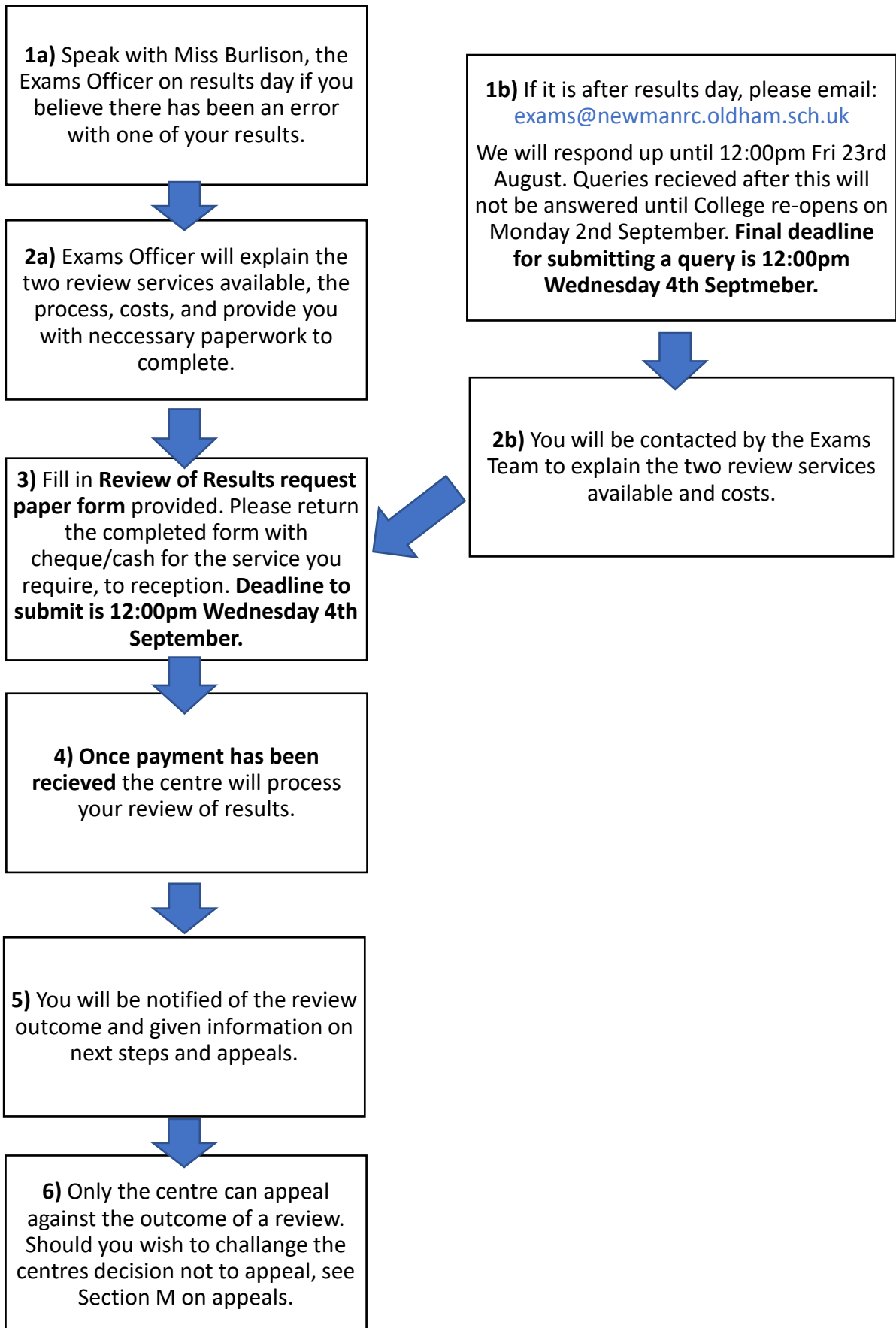
Should you wish to proceed with a review of results you must give consent by completing the **post results services review of results paper form** and return to the College reception with payment of cash or cheque by the deadline set. **Reviews will not be processed by the centre until payment is received.** If the review is successful, the fee will usually be refunded by the awarding body.

**Please note that during a review the grade can be lowered, raised or stay the same, and that any new grade awarded will stand (the original grade cannot be returned to).**

You will be notified of the review outcome once received by the centre and have the opportunity to discuss any implications or next steps. This includes information on appeals (see Examinations Appeals Policy).

See enquires about results – review of results decision tree in the next section for a step-by-step breakdown of the process.

## L. Enquiries about Results – Review of Results decision tree



## M. Access to Scripts (ATS)

Copies of candidate scripts can be requested to support with review of result decisions. **The deadline for requesting scripts from the awarding bodies is 4<sup>th</sup> September.**

See the review of results request paper form for awarding body fees.

Access to Script requests can only be processed by the centre. Once received by the centre the candidate will be invited into College to discuss their script with a member of staff.

**Access to Script for teaching and learning purposes** – Your teacher may contact you for consent to access your script so that they can use this as an example during lessons. If you are contacted, you will be asked to complete a MS form which confirms your consent.

This request is optional, and you can also ask for your script to be anonymous; you can request your name and candidate number to be removed.

See *JCQ Post-Results Services* book on exams information webpage for full details on access to scripts.



## N. Appeals

### Appealing against a declined Review of Results request

#### **If the centre does NOT agree to support a review of results request:**

- A candidate may appeal against the centre decision not to support/submit a review of results request.
- Appeals should be made in writing by emailing Miss Burlison, Examinations Officer on [t.burlison@newmanrc.oldham.sch.uk](mailto:t.burlison@newmanrc.oldham.sch.uk) **at least 5 working days before the published deadline for review of results requests.**
- The appeal email should state in detail the reason(s) for the appeal. The email will be accepted as confirmation in place of signature. The email should include a daytime contact telephone number of the student and parent/carer.
- The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated by telephone and first-class post within 48 hours of receipt (appeals received after GCSE results day will be replied to after Monday 2<sup>nd</sup> September when College re-opens). This decision is final.

### Appealing against a Review of Results outcome

#### **If I wish to appeal the outcome of a review of results:**

- The Examinations Officer will communicate all review of result outcomes to the candidate once they have been received by the awarding body.
- Only the centre can appeal the outcome of a review of results on behalf of the candidate. Candidates and/or their parents/carers are not entitled to appeal directly to the awarding body.
- If the centre agrees with your appeal of outcome, then the centre will process the appeal to the Awarding Body on your behalf. An investigation will then take place into candidates' or centre's results, and/or the awarding body's procedures, will follow. Appeals accepted for investigation on procedural grounds will not generally involve a further review of candidates' work.
- Appeals must be made within 30 calendar days of the awarding body issuing the outcome of the clerical re-check, review of marking or review of moderation ("the Outcome").
- If an application for an appeal is not accepted, the reason(s) for this will be given.

#### **If the centre does NOT agree to support an appeal against a review of results outcome:**

- A candidate may appeal against the centre decision not to support/submit an appeal against a review of results outcome.
- Appeals should be made in writing by emailing Miss Burlison, Examinations Officer on [t.burlison@newmanrc.oldham.sch.uk](mailto:t.burlison@newmanrc.oldham.sch.uk) **within at least 10 working days of receiving the review of result outcome.**
- The appeal email should state in detail the reason(s) for the appeal. The email will be accepted as confirmation in place of signature. The email should include a daytime contact telephone number of the student and parent/carer.
- The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated by telephone and first-class post within 48 hours of receipt (appeals received after GCSE results day will be replied to after Monday 2<sup>nd</sup> September when College re-opens). This decision is final.

See *JCQ Post-Results Services* book on exams information webpage for full details on the appeals process.

## O. Non-Exam Assessments

### **Non-Exam Assessments (NEA)**

Pupils will be informed of their individual Centre Assessed marks for all non-exam assessments; this allows pupils to request a review of the centre's marking before any marks are submitted to the relevant awarding body. This service can only be requested where the pupil has provided, in writing, a valid reason/cause for concern.

If there is a genuine reason for the request and it has been approved by subject staff and SLT, the request will be actioned in line with the schools NEA policy (the full policy can be found on the school website).

All requests are to be made in writing and must come direct from the pupil.

The fee for this service will be £30.00 – if it is proven that the marking policy has not been applied correctly this payment will be refunded in full.

**Please note that an NEA cannot be appealed on or after results have been issued.**

If you have any questions regarding your examinations, please speak to Mrs Burlison (Examinations Officer).

The Examinations Office(s) are located in: Upper A Hub & Upper C Hub.

**GOOD LUCK IN ALL OF YOUR EXAMINATIONS!**