



**St Edward's
School**

Unity - Achievement - Faith

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St Edward's School, Dale Valley Road, Poole, Dorset, BH15 3HY

EXAM CANDIDATE HANDBOOK

2022-2023

Summer Exams

May 15 - June 28, 2023

Exam Contingency Days – June 8, June 15 and June 28, 2023

At St. Edward's, we believe it is important that both students and parents are kept well informed about exams and the exam processes, before, during and after exams are written.

The Joint Committee of Qualification (JCQ) and the exam boards have rules and regulations in place to make sure students all have an equal and fair chance to write their exams and to ensure the smooth running of the exam season. Exams can be a stressful time for students and parents and as such St. Edward's will make every effort to ensure candidates receive the best possible preparation for their exams and that the exams are run in such a way to minimise stress and to allow our students the opportunity to reach their full potential.

This handbook is intended to provide information about the many aspects of exams and to answer any questions or concerns students and parents may have. We hope to provide the support and guidance our students deserve at such an important time in their academic career.

This handbook will also contain the formal notices JCQ, and the relevant exam board require the candidates to be given.

If you have any questions, please feel free to contact Mrs Webster, the Exams Manager:

Email: awebster@st-edwards.poole.sch.uk

Telephone: 01202 740950

If you have a query or concern on an exam day, please contact reception and leave a message with the receptionist.

Who is responsible for Examinations?

The Centre Exams Manager, Mrs Webster is responsible for administering all public examination arrangements, under the supervision of the Deputy Head Teacher, Mr Barnett.

Mr Dawson, the SENDCo arranges for and processes any access arrangements relating to exams. Mrs Webster puts these in action and ensures no students are at a disadvantage.

A team of Invigilators are employed by St. Edward's School and are managed by Mrs Webster. Invigilators are present at all times in all rooms where exams are taking place.

JCQ and the Exam Boards have strict rules and regulations which must be followed for the conduct of exams. St. Edward's is required by law to follow these.

What information will students receive about their examination entries?

Once the entries have been made into St. Edward's Management Information System, students will receive an entry summary detailing the subjects and tiers for which they have been entered. Every student should check these and ensure they are correct. If you believe there are any errors, please check with your subject teacher and then inform Mrs Webster.

Please check:

- All subject entries have been made and are correct
- All personal information/details are correct (name and date of birth). Please note your certificates must be issued in your legal name.

Where are exams held?

The main location for exams is in the Sports Hall. It is divided into two sections and students with Access Arrangements, such as extra time or laptops usage will be sat on one side and those without, on the other side.

Other rooms that exams are sat are the School Hall, the Sixth Form Common Room (X1), H2, the Eden Centre and some ICT suites.

Candidates are asked to be at their exam room at least 30 minutes before the start of an exam, so seating can be done in advance of the exam start time.

Seating is determined by Candidate Number. This arrangement follows the JCQ guidance and cannot be changed.

When not in an exam, students are expected to attend their regularly scheduled lessons. Once formal teaching has stopped (i.e., study leave) students will be provided with a study room if they wish to remain on site.

How do I know when exams take place?

The exam dates are decided on by JCQ and the exam boards. A provisional timetable is generally released in mid-October. Provisional means these dates can be changed. They are confirmed in February.

There are 3 exam notice boards around the school: in the Main Hall, outside the Sports Hall and in Sixth Form. These will display up to date information about the dates of all exams. This information can also be found on the school calendar.

Near the time exams start, all students will receive an individual timetable detailing their exams, the dates, times and what seat they are assigned to. This will be sent to their school email. It is advisable to print out a copy to keep at home and on their person, as they will not be able to use their mobile phones in school.

The exam boards decide on the start time of exams. This is usually 9am and 1pm, however it can vary by 30 minutes. The length of the exam varies by subject and paper. Some students will also receive extra time to complete their exam, making it longer.

It is the student's responsibility to be aware of the details of their examinations.

What happens if a student has more than one exam at the same time?

If a candidate has 2 exams timetabled at the same time, this is known as a clash. The candidate will have a varied timetable, where one of the exams will be rescheduled to be sat during the other exam session on that day. For example, if they have 2 exams scheduled for 9am, the student will write one at 9am and one at 1pm.

The student will be under centre supervision from the start of their first exam to the end of their final exam that day. The student will not be allowed to communicate with anyone during this time. As the student will be supervised over lunchtime they may bring revision or reading material, lunch and a drink.

Attempting to communicate during this time with any other candidate will result in a zero grade for all exams written that day.

In rare cases a student may have 3 exams in one day. If the exams time runs for over 5.5 hours for GCSEs and 6 hours for A-Levels, an application will be submitted for special consideration.

How are students supervised?

External Invigilators will supervise pupils under the direct management of the Centre Exams Officer. Once candidates enter the exam room, they must remain supervised and follow the Invigilators instructions at all times. The Invigilators are experienced in exams procedures and subject to strict regulation, references and DBS checking. They usually work in teams and can contact the Exams Manager by radio/telephone to resolve any issues.

What happens if a student cannot remember their designated seat for an exam?

Outside the main exam rooms a seating plan will be posted. This will show where each candidate is to sit for their exam. The Invigilators also have copies of the seating plan and will use these to mark off each student and ensure they are in the correct seat.

What happens if a student is late?

At St. Edward's students are allowed to enter the exam room up to an hour after the official start time of the exam. This will only differ, if the exam does not last a full hour, in which case the students a decision will be made based on the time the student arrives for the exam.

If a student or parent is aware the student mistook their exam details and will be late, please telephone reception immediately. Someone from the exams team will meet the student in reception and escort them to the exam room. If we have knowledge of the student being late, we will do our best to make necessary arrangements to ensure the student will still be able to write the exam.

If a student is absent when the attendance is taken at the start of an exam, the school will phone home to ascertain where the student is. Please check the school has up to date contact information.

What happens if a student is absent on an exam day?

If you experience illness, injury or personal issues and will miss an exam because of this, please inform St. Edward's as soon as possible.

It is rare that students are allowed special consideration for a missed exam. If there is any medical or other appropriate evidence regarding this absence, please ensure this is sent to the Exam's Manager as soon as possible.

A self-certification form (JCQ form 14) can be obtained from the school.

Please note, misreading your exam timetable is not an acceptable reason for missing an exam and special consideration for this will not be granted.

What equipment should students have?

All equipment must be carried in a clear/transparent wallet or pencil case with no writing or designs on it.

You will only be allowed to write in BLACK ink. No other colour is allowed.

You will be told by your subject teacher what equipment you will need well in advance. If you do not think you will be able to get any of the equipment in time, please let your teacher know and the Exams Office should be able to provide this for you.

For all exams you should bring:

- 2 black biro pens (not gel pens)
- 2 pencils
- Ruler (30cm)
- Eraser

Where required you should bring:

- Mathematical equipment (protractor, compass etc.)
- Calculator (see below)
- Coloured pencils
- Highlighters – these can be used on the question papers, but not in your answers

If you arrive for your exam without a piece of equipment you need, please make it known as soon as possible. Whilst it is not St. Edward's responsibility to provide these items, there will be extra stationary in the exam rooms. Distributing stationary at the start of an exam can be time consuming and will disrupt the start of an exam.

No other items, including bags and coats are allowed in the exam room. They will either be placed in the changing rooms in the sports hall or at the front or back of the room in other rooms.

Calculators (taken from JCQ Calculator Regulations)

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the paper will say whether calculators are allowed.

Where calculators are allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ 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. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

An invigilator may give a candidate a replacement calculator.

Can students bring food and drink into an exam?

Candidates may bring a drink with them into the exam room. This can only be water and it must be brought in a clear plastic bottle with no colour, labels, writing or design on it.

Candidates who may require food for medical reasons, such as diabetes, may do so, however this must be in a clear plastic container and may not have any wrapping or labels. The school must have been made aware that the candidate will require this arrangement ahead of time.

What should students wear for examinations?

All students must wear full school uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed. Students not dressed appropriately will not be permitted to sit exams.

No clothing is to be left on the backs of the candidates' chairs.

Watches must not be taken into the examination room.

What is not allowed in the exam room/hall?

Phones, watches of any kind (smart watches or wrist watches) and/or electronic devices of any kind must be turned off and put in bags. Revision notes and outside paper must be put in bags. Bags will be stored securely.

If a mobile phone, watch, electronic device or any paper is found in your possession during an exam, even if turned off, it will be confiscated, and a report will be made to the relevant exam board. You may receive a 0 grade for that paper. No exceptions will be made.

How are exams started?

An Invigilator or the Exams Manager will formally announce the start of the exam. Candidates will be reminded of the rules and regulations and that they are now subject to these.

Any instructions, notices or changes candidates need to be aware of will be read out. Candidates will be asked to complete their details on the answer papers.

It is the student's responsibility to know their 4-digit exam candidate number.

What standards of behaviour are expected during exams?

At the back of this booklet is the 'notice to candidates' produced by JCQ, which gives general guidelines for conduct.

St. Edward's and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre, Deputy Head of Centre and Centre Exams Manager may remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the Awarding Body. This may result in the candidate not receiving a grade for the whole of the examinations in the series, not just the exam they were removed from.

What happens at the end of the exam?

Invigilators will give a 5 minute warning that the exam is coming to an end.

The invigilators will advise all candidates to put down their pens and to close their papers. All work will be collected. If you have used more than one answer book or loose paper, please ensure these are tucked inside your main answer book.

The room will be dismissed row by row. Please remain silent and keep in mind that others may still be writing the exam. Exit the exam room/hall, collect your bag and clear the area in silence.

Students must remain in the exam room/hall until the published finish time of the exam. Only students who have permission from the Exams Manager or Deputy Head may leave the room/hall earlier.

When will Results be available?

Results days are published early in the school year. For 2022/2023 the results days are:

- A-Level – Thursday August 17, 2023
- GCSE – Thursday August 24, 2023

Results will be emailed to the students and will also be available to collect from the humanities building. The Exams Manager, Subject leaders and Senior Leaders will be on hand to answer any questions.

More details regarding results days will be made available nearer the time.

What happens if a student doesn't agree with their results?

After results are issued, a candidate can choose to request one of 4 services. These are paid for services and the candidate is responsible for paying the associated fees. Each exam board publishes their own fees after the summer series is complete. This information will be given to students with their results.

Service 1 – Access to Scripts - Access to a copy script prior to review of marking or to support teaching and learning.

Service 2 – Clerical Check of Marks - A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script have been marked; totalling of marks; recording of marks.

Service 3 – Priority Review of Marking – Priority service for A-Level exams for university places that are pending.

A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. The checks will also include the clerical rechecks detailed in Service 2. Marks can go up or down. It is possible to end up with a lower mark.

Service 4 - Review of Marking – same as above, for non-priority papers.

If you would like to access any of these services, this will be done through the Exams Manager, Mrs Webster.

Suspected Malpractice

Candidate Information from JCQ Suspected Malpractice Policies and Procedures 2022-2023

Malpractice means any act, default or practice which is a breach of the regulations. This includes but is not limited to "a failure to adhere to the rules regarding conduct or controlled assessments, coursework, examination and non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper."

All instances of suspected malpractice must be reported to the relevant exam board, who then determine if malpractice has been committed.

The most common examples of malpractice are:

- A mobile phone on a student in the exam room regardless of whether it is on or off.
- Unauthorised materials in the exam hall (could be revision notes, letters, class timetables, make up etc)
- Any watch or electronic item on a student in the exam room
- Not obeying instructions such as making noises, distracting other candidates, communicating with other candidates in the exam room, being rude to centre staff
- allowing work to be copied, e.g., posting work on social networking sites prior to an examination/assessment
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing
- using/writing inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios

What happens when a student is suspected of malpractice?

Once the exam has finished, the candidate will be kept behind. The invigilator who witnesses the suspected malpractice, the Exams Manager and the Head of Centre will all be involved. The Candidate will be given a chance to explain their actions and will be asked to give a written statement. Those involved in the incident will also be asked to give a written statement.

The Exams Manager will notify the relevant exam board and send all evidence and written statements to be reviewed. The Exams Manager will confirm what actions have been taken and will keep the candidate and their carers up to date on the case.



What will the outcome be of a case of suspected malpractice?

The relevant exam board will decide whether malpractice has been committed and this will be sent to the Head of the Centre. The Exams Manager will notify the candidate and their carers of the decision and outcome.

There are several penalties that can be applied if the exam board decides malpractice has been committed.

- Letter of warning
- Marks can be reduced
- A zero mark can be given for the specific paper, for all papers for the subject, for all exams written by that exam board or for all exams written
- Information relating to a serious case of malpractice may be shared with all exam boards, the regulators, and other appropriate authorities

Can a candidate appeal a decision of confirmed malpractice?

The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.



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.



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

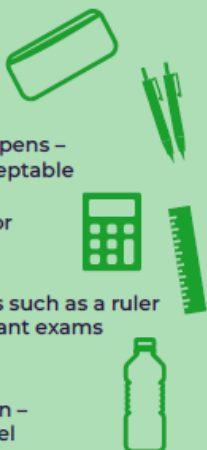
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



If you have any questions about the format on the day, please ask your teacher or exams officer.



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2022