



Newton Abbot College

Imagine what's possible ...

CANDIDATE EXAM HANDBOOK 2022/23

This handbook is reviewed and updated annually

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Date of next review	November 2023

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Introduction

Newton Abbot College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

Malpractice means any act or practice which is in breach of the regulations.

To ensure you are not impacted by malpractice:

- Strict Regulations are in place, to maintain the integrity of qualifications and are overseen by the Exams Officer and Invigilators
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Personal data

The awarding bodies collect information about exam candidates to ensure the correct people are sitting the exams. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice included at the back of this document.

Copyright

Here are some points linked to copyright of your work submitted to the exam boards

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate

- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework assessments/non-examination assessments

- Attached to this document are the relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)
- Your subject teachers will inform you when these assessments will take place
- Any relevant deadlines that must be met (dependent on the assessment type) to ensure they are accepted by the Exam Boards
- Your subject teacher and head of subject will mark your work and apply a mark. They will advise you of the mark and you will have 14 days to appeal any mark and it will be reviewed. Once confirmed these marks will be submitted to the board to be moderated. They may reduce the marks given to you by staff here at NAC but this will not be known until results and the breakdown of scores are available from the exam boards

Written timetabled exams

Newton Abbot College will notify candidates, of their examination entries with a statement of entry and the dates and times of their examinations/assessments with an individual timetable. These will be emailed to you on your college email address.

If you see any errors in either of these documents or have any queries, please direct these as soon as possible to your tutor who will pass on to the Exams Officer.

Contingency days - Summer 2023

OFQUAL & JCQ ensure that there are contingency days included in the summer timetable in case of any major incidents or errors.

This year these dates are **8th June 2023** and **28th June 2023**. **You need to ensure you are available on these date in case they need to be used.**

On-screen tests

You will be given dates of any on-screen tests that you may require to sit in the same way as written exams. Your subject teacher will have gone through how these work with you however, please also make yourself aware of the [Information for candidates – on-screen tests](#) document at the end of this guide.

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

In the event you have a timetable clash for exams, the exams officer will come and speak to you about the alternative arrangements.

There is strict JCQ guidance on what constitutes a timetable clash and how it should be managed.

You will need to be kept under centre supervision in the time between the clashing exam to ensure that the integrity of the paper is kept. You will not have access to any communication devices during this time. Full information will be given if this applies to you.

Where you will take your exams

Your timetable will determine the room and the seat in which you will sit your exams. This may not be the same room and/or seat for every exam so please ensure you check this before each exam.

Please raise any queries with regards to the location of a room well before the exam day with your Tutor or Exams Officer.

What time your exams will start and finish

For the main exam series' the start times of each session are:

- AM – 9:00
- PM – 13:00

Finish times will depend on the length of your exam and whether you have extra time. Please be aware that afternoon sessions may run after the college finish time of 15:05 and so you will need to ensure that you have alternative travel home if you normally catch a bus. We are not allowed to let you leave an exam room before the finish time for any reason.

For mock exams we try and run the times in line with our college day. Generally we have the following start times:

- Session 1 – 9:05
- Session 2 – 11.35
- Session 3 – 14:05

In the even you have extra time and you have an exam in session 3, you will not be given your extra time and this will be taken into account when your subject teachers mark your papers.

Supervision during your exams

Exams are supervised by a team of invigilators employed by the college to carry out this role

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. and are overseen by the Exams Officer.

Exam room conditions

You will be expected to line up quietly outside of your exam room. If this is inside the building we would expect you to wait in an orderly line in silence. An invigilator or senior member of staff will meet you outside the room and provide guidance on entering the room.

As soon as you enter the room you are under strict exam guidelines and will remain silent.

Candidates must listen to and follow the instructions of the invigilator at all times both inside and outside of the exam room. Candidates must not communicate with or disturb other candidates.

Within the room there will be a board with the centre number, date, subject title, paper number and once the exam has started the invigilator will write the start and finish times.

Papers will be on the desk when you enter the room you must not touch/open or write anything on these until instructed to do so.

There will be candidate cards on your desk which will include details of your legal name to be entered on your paper and your candidate number. This card also has a photo on it so that the invigilator can ensure you are the correct person to be sitting the exam and mark you as present on the register. Please **do not** write on or cover these up as we require access to them at all times and will be used for every exam you are sitting.

The Lead Invigilator in the room will give out any relevant information relating to the completion of the front of the answer books (i.e first name and surname that matches their entry information, candidate number etc.) and will confirm when you can complete this.

If you require additional answer sheets, please raise your hand and an invigilator will provide you with the correct paper/insert sheet.

At the end of the exam, you will be asked to stop and close your paper, you are still under strict exam guidelines and you must stay silent and follow the instructions of the invigilator.

If you use a word processor you will be asked to save your work and escorted to the Exam Prep Room with your paper where your work will be printed and attached to your paper.

Where you will sit in the exam room

Your seat will be noted on your exam timetable. Outside of the room before you enter there will be a seating plan on the wall/door for you to check where in the room this seat is.

When inside the room please walk silently to your desk and sit down.

How your identity is confirmed in the exam room

As mentioned above there will be a card on your desk with a photo and information about you and your candidate number. If this card and the desk number do not match what is on your timetable please speak to an invigilator.

The invigilator will come round and do a visual check against the photo card you are the correct person and present. Within the first 5 minutes of the exam and this information will be passed immediately to the Exams Officer.

If you are a 6th former, then you will need to have your lanyard on or you will not be allowed to enter the exam room.

What equipment you need to bring to your exams

Please ensure that you have ALL of the relevant equipment you require for the exam as spares a minimal. For every exam you should have:

- 2 or 3 black pens
- 2 sharpened pencils
- A ruler
- A rubber
- A Highlighter for use in the question text only
- If you are bringing these in a pencil case this must be clear

For Maths, Science, Geography exams you may require:

- Calculator
- Protractor

Again, we have limited supplies of spare calculators so you should always be bringing these with you for these exams.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which are shown below:

10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

Calculators must be:

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

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

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

What you should not bring into the exam room

Items you should not bring into the exam room include:

- Mobile Phones (unless there is a medical reason and we will already be aware of these students)
- Watches of any kind
- Notebooks
- Calculator covers
- Drinks bottles that are not see through or have any writing/label on them
- Food (unless there is a medical reason for this to be in the room, again we will already be aware of these students)

What you should wear for your exams

You should arrive you your exams in full college uniform including smart shoes that can be polished as per the school uniform policy.

Nail Varnish, Gel Nails, additional piercings or unacceptable haircuts will not be allowed in the exams room.

Where your personal belongings will be stored during your exam

For exams taking place in the Daphne Colman Auditorium, bags are to be left in the changing rooms by entering from the outside doors. This will be unlocked by an invigilator at the time you are allowed to start entering the room and locked for the duration of the exam. Once the exam is finished the doors will be unlocked for you to remove your belongings.

All other rooms will have a delegated space within the room where bags/coats can be left.

What to do if you arrive late for your exam

In the event you are running late for an exam please let the college know so that we are aware and once here and signed in head straight for the room you are due to sit you exam in. A member of the exams team will be based in the languages corridor to meet you.

Each individual case will be handled accordingly however if you arrive after 1 hour of the start time you may not be allowed to enter the room and therefore not be able to sit the exam. The exam boards will be made aware and it is their decision as to how they grade your exam following this.

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

In the event you are unwell and unable to attend the exam, your parent/carer will need to make contact with the college in the normal way by calling in as early as possible. You will be marked absent on the exams register and the board will be informed that you were unwell. The board will then make the decision on how they grade this paper and how it will affect your overall grading.

If you attend the exam but are feeling unwell, you will need to advise the exams officer who will advise the exam board via a special consideration request. The board will make a decision whether to allow special consideration or not to your overall grading due to this.

If you are taken ill during the exam and are unable to finish, your exam paper will be submitted in the normal way and the exams officer will apply for special consideration. The board will decide how to mark the paper and whether any special consideration can be applied.

What happens if you have an unauthorised absence from your exam

In the event you are absent for your exam and there is no valid reason, you will be marked as absent on the attendance register and the board will give an N mark for the paper.

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

In the event of an emergency in the exam room you need to follow the instructions of the invigilators in the room.

Depending on the emergency situation will depend on what action is taken. In all cases we will endeavour to provide you with the full time set by the examining board and a special consideration will be requested for any interruption caused.

In the event we are unable to restart the exam then the examining body will be contacted immediately by the exams officer and guidance will be taken on next steps. This will be communicated to you as soon as possible.

Candidates with access arrangements/reasonable adjustments

Students who are eligible for Exam Access Arrangements will be seen by the DSEN team who will discuss this with you and complete any assessments required.

This information is passed to the Exams Officer to ensure this is put in place for your examinations. You will have the information on your timetable where your exams will take place and these will be different to other students depending on your agreed arrangements.

In mocks there could be occasions where we are unable to give some of the arrangements you are entitled to such as extra time, however your subject teachers will be made aware and take this into consideration when marking your papers.

Results

All information regarding collection of results will be communicated to you in the spring/summer term.

Results days in 2023 are:

- GCSE – 24th August 2023
- GCE – 17th August 2023

Post-results services

Full details of post results services will be given to you later in the year.

Certificates

Certificates are not available until late in the Autumn Term after you have received your results. Once all certificates are received you will be contacted with instructions on how to collect them. We are unable to post these to you as we need to have a signature you have collected them from us to comply with the JCQ guidelines regarding certificates.

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the slip below and return to your tutor at the end of the assembly.

If there is anything you do not understand, you should ask your tutor/Mrs Satterley for clarification.

CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2022-2023 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY