



BREDON
SCHOOL

Candidate Exam Handbook

2021/22

This handbook is reviewed and updated annually

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Introduction

Bredon 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 this 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 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
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- 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

<https://www.jcq.org.uk/exams-office/malpractice>

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 understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (on the Exam section of the Bredon School website)

Copyright

- The copyright of any 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

- Relevant JCQ information for *Information for candidates* (coursework, non-examination assessments, on-screen tests, social media and written examinations) can be found on the Exam section of the Bredon School website
- Dates of assessments will be given by the Head of Department/Subject teachers and via the Exam Office.
- A timetable will be produced and given to you via email and your tutor.
- Depending on the subjects you are taking, coursework/NEA will be either moderated by your teacher with the exam board verifying the mark, or marked directly by the Exam Board.

Written timetabled exams

- Check your personal details and exam entries are correct on your exam timetable.
- If the information is incorrect, tell your tutor or the exams officer.
- Check you know the date and time of your exams on your timetable.
- Check where your exam will take place on your exam timetable. Check with your tutors if you are unsure of anything.
- Make sure you know the JCQ regulations for written exams. Know you are not allowed to bring any electronic devices, mobile phones, watches or other technology into exams. Ask your teacher to go through this with you if you are unsure.
- *The JCQ information for candidates documents – written examinations, social media* can be found on the Exam section of the Bredon School website
- *Exam room posters – Warning to candidates, Unauthorised items* (can be found on the Exam section of the Bredon School website)

Contingency day - Summer 2022

TBC

On-screen tests

- Check with your teacher when and where your exam will take place.
- Make sure you know the JCQ regulations for On-screen Tests. Ask your teacher to go through it with you.

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

- Ask your teacher or the exams officer what arrangements are being made.

Where you will take your exams

- Most examinations will take place in the Sports Hall. Other rooms around site will be used and advised as necessary on your exam timetable.

What time your exams will start and finish

- Most morning exams start at 9.00, afternoon exams at 1.30
- During the Summer, CIE IGCSE exams usually start at 10.00 and 2.00
- Times may change if we have to run two shifts of an exam, so always check the schedule

Supervision during your exams

- Exams are supervised by invigilators from outside the school.
- These invigilators follow strict rules when conducting exams as directed by JCQ and CIE awarding bodies.

Exam room conditions

- Make sure you have all the equipment you need for the exam (pens, pencils, etc)
- Candidates should assemble outside the exam venue 15 minutes before the beginning of the exam.
- Candidates will be told by the invigilator where to sit or which room to use.
- Candidates are under exam conditions from the moment they enter the exam room, until they are given permission to leave by the invigilator. Exam conditions remain until you have left the room or building.
- Candidates must listen to, and follow instructions from, the invigilator at all times.
- Candidates must not communicate with or disturb other candidates in any way.
- There will be notices displayed in the exam room:
 - Centre Number
 - Subject title and paper number
 - Start and finish times of exam
 - Exam regulations
 - Unauthorised equipment and Candidate information posters
 - Analogue Clock
- You should raise your hand if you need additional answer sheets or answer booklets.
- If you have forgotten some equipment (pens, calculators etc), raise your hand and ask the invigilator, s/he may be able to help you. Do not call out.
- You must complete the front of your answer books (full name and candidate number, which will be provided on your desk). This **must not** be completed until instructed to do so by the invigilator

Where you will sit in the exam room

- The Exam Officer plans where candidates sit. If you have any requests, discuss with your subject tutor and ensure the exams officer is advised at least 2 weeks before your exam.
- If you can't find your desk, ask the invigilator.

How your identity is confirmed in the exam room

- Your school identity slip with your photograph on will be placed on your exam table before the exam. Please ensure you are sat at the correct table.

What equipment you need to bring to your exams

- Ask your teacher what equipment you should or should not take to the exam.
- All pencil cases must be transparent.
- Black Pens only *JCQ information regarding authorised equipment that should be brought by the candidate*

Using calculators

- You must only use calculator approved by JCQ or CIE for the exam you are taking. Check it with your teacher.
- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

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

- You are not allowed any electronic materials, or watches into exams.
- If you bring a forbidden item into an exam, you may be disqualified from that exam, or from all exams in the series, depending on the offence.

Food and drink in exam rooms

- Water in transparent bottles without a label is allowed in exams. No other food or drink is allowed.

What you should wear for your exams

- School Uniform should be worn for all written and on-screen exams.
- If you arrive in unsuitable clothing, you may be asked to leave.

Where your personal belongings will be stored during your exam

- You should leave all personal belongings in your locker or tutor room.
- If you have forgotten to leave your electronic equipment in safe keeping, you can leave it with the invigilator. You should remember to ask for it back at the end of the exam. Bredon School accepts no responsibility for possessions left with the invigilator.

What to do if you arrive late for your exam

- If you arrive late, go to your exam venue and wait for the invigilator to show you to your place.
- You will be allowed the full length of the exam if possible.
- If you are **very late** (more than half an hour after the exam began) You should go straight to the Exam Officer in Pull Court to see if it is possible to take the exam. Depending on the situation, your paper may still be accepted.

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

- If you are unwell and unable to attend an exam, ask your parent/carer to contact Bredon.
- If you are unwell but can attend the exam, tell the invigilator and ask your parent/carer to tell the Exams Officer.
- If you feel unwell during the exam, put up your hand. If you just need a short break, you will be escorted out and you will be able to return. If you leave the exam alone, you will not be allowed to return.
- The Exams Officer may be able to apply for special consideration for you, depending on the situation. Try to arrange evidence such as a doctor's certificate.

What happens if you have an unauthorised absence from your exam

- Bredon School does not refund any exam fees due to absence.

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

- In case of emergency follow the directions of the invigilator.
- Never take your exam paper or answer paper out of the exam venue.
- If you need to leave the building, do not speak to anyone, you are still under exam conditions.
- The Assembly Point is the Astro.

Candidates with access arrangements/reasonable adjustments

- All candidates are assessed for SAAs in Years 10 and 11. In Years 12 and 13 the assessment is optional.
- Letters are sent to parents after the assessments, informing them of the SAAs you qualify for, and the cost implications if applicable.
- You will be asked to sign for the SAAs you need for each individual subject. If you change your mind about this, you must tell the Exams Officer at least two weeks before the exam.
- Bredon School does not assign particular reader/scribes to particular candidates.

If you are unhappy with the exam arrangements

- Tell the invigilator about the problem **before** you leave the exam venue.
- We can only apply for special consideration, if you tell us before leaving the exam.
- If your problem is with a reader/scribe, tell us at once so that it can be sorted out immediately.
- If the problem is to do with a disturbance, tell the invigilator at once.

If you don't agree with your teacher's marks for coursework

- Ask the teacher to reconsider the marks
- If unresolved ask the deputy head – academic to moderate the mark.
- If you are still unhappy, refer the incident to the Head Master.
- The appeal must be made within 5 working days of receiving your mark
- See Appeals Process on Bredon School website

Alleged, suspected or actual incidents of malpractice

- This is when you disobey exam regulations, like copying coursework or communicating with other candidates in the exam room.
- Having an electronic device on you during an exam is malpractice.
- If you break the rules you could be disqualified.

Results

- A Level and AS Level are published on Thursday 18th August 2022.
- CIE IGCSE results are published on Thursday 18th August 2022.
- GCSE and Functional Skills are published on Thursday 25th August 2022.
- Results are sent out to you by post using the primary address on our system.
- Results will also be published to you Pupil Portal and sent out via your student Bredon email on the morning of results day

Post-results services

- If you think there has been a mistake in the mark you received, you can request Reviews of Results:
 - a recalculation of the marks awarded (1)
 - a re-view of marking of your paper (2)
- If you want to see how you could have done better, you can request to see your paper (Access to Scripts)
- There are charges for these services, but if your grade is found to be wrong, you will get a refund of the fee.
- All requests for post-result services must be made through the Head of Department concerned or sent to the Exams Officer.
- The Head of Department/Exams Officer will inform you of all costs and deadlines.
- The Exams Officer will make the claims and inform the candidates of the outcomes as soon as possible.

Certificates

- Certificates for summer 2021 exams are available in October or November, depending on the exam board.
- Certificates will be distributed on site and you will sign to take ownership of these.
- If you are not on site, your Certificates will be sent to your home address by recorded delivery.
- Unclaimed Certificates will be kept for one year then returned to the Examining board.

Internal appeals procedures

- If you are unhappy with the mark you receive for coursework, ask the teacher to reconsider the mark.
- If unresolved ask the deputy head – academic to moderate the mark.
- If you are still unhappy, refer the incident to the Senior Deputy Head, or Head of Centre.
- The appeal must be made within 5 working days of receiving your mark
- See Appeals Process and Policies on Bredon School website.

Complaints and appeals procedure

- If you have a problem or complaint, tell the invigilator about the problem **before** you leave the exam venue.
- We can only apply for special consideration, if you tell us before leaving the exam.
- If your problem is with a reader/scribe, tell us at once so that it can be sorted out immediately.
- If the problem is to do with a disturbance, tell the invigilator at once.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

- This information is qualifications which include controlled assessments.
- You must follow the instructions from your teacher.
- You must make sure all the work you submit is your own.
- You are allowed to use a reader and/or scribe for your controlled assessments, but it must be your words that are recorded. Your reader/scribe may read back what you have dictated, but they are not allowed to suggest changes.

For further information, see *Information for candidates – coursework assessments 2021-2022* on the Bredon School website.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

- This information is about taking any of the new GCSE or GCE qualifications, which include coursework.
- You must follow the instructions from your teacher.
- You must make sure all the work you submit is your own.
- You are allowed to use a reader and/or scribe for your controlled assessments, but it must be your words that are recorded. Your reader/scribe may read back what you have dictated, but they are not allowed to suggest changes.
- Any material you copy from the Internet, must be credited with its source. If you don't do this, you are plagiarising.

For further information, see *Information for candidates – non-examination assessments 2021-2022* on the Bredon School website.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

- Guidelines for on-screen tests is the same as for written exams.
- In addition, tell the invigilator at once if:
 - You have the wrong exam title
 - Someone else's name is on the screen
 - Your computer is malfunctioning

For further information, see *Information for candidates – on-screen examinations 2021-2022* on the Bredon School website.

JCQ Information for candidates – written exams

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

- Most of the information for written exams is contained in the main body of this booklet.

For further information, see *Information for candidates – written examinations 2021-2022* on the Bredon School website.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

- The document gives you information on how Exam Boards use the information about you.

For further information, see *Information for candidates – privacy notice 2021-2022* on the Bredon School website.

JCQ Information for candidates – social media

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

- This document helps you to stay within examination/assessment regulation when using social media.

For further information, see *Information for candidates – social media 2021-2022* on the Bredon School website.

JCQ Unauthorised items poster and JCQ Warning to candidates poster

These posters will be displayed outside each exam room. You **must** note all the warnings.

- 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."

For further information, see *Unauthorised items and Warning to candidate posters - 2021-2022* on the Bredon School website.

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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