



**St. Mary's
College**
CROSBY

Candidate Examination Handbook

2023/2024

This handbook is reviewed and updated annually.

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Introduction

St Mary's College 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 Handbook

- To support candidate briefings/assemblies
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

1. Malpractice

- 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

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.

2. Written timetabled exams

- Candidate statement of entry (to check that personal details and exam entries are correct)
- What to do if this information is incorrect
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.
- The JCQ information for candidates documents – written examinations, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)
- Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)

Contingency day - Summer 2024

The awarding bodies will designate 'contingency days' for examinations in Summer 2024. The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. The contingency days for Summer 2024 series are:

- Thursday 6 June 2024 (PM)
- Thursday 13 June 2024 (PM)
- Wednesday 26 June (all day)

Candidates will be informed when an awarding body has been required to apply the contingency day to their examinations.

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

JCQ guidance as to what constitutes a timetable clash states that if candidates are taking two or more examinations timetabled for the same session (AM or PM) and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. (ICE 7.4)

Candidates will be informed of a timetable clash in advance of the start of the Summer series.

To comply with the JCQ guidance and to ensure the integrity and security of the examinations as part of the timetable clash, St Mary's College will manage a timetable clash within the same session by rescheduling the examination in the same day.

Candidates who take a rescheduled examination earlier than the awarding body's published starting time must be kept under **centre supervision** (which the centre must arrange) until one hour after the published starting time for that examination.

'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not: a) be in possession of an electronic communication/storage device or have access to the internet; b) have contact with any candidate who has sat the examination; c) be coached by a member of centre staff.

Where you will take your exams

For Summer 2024 series:

- Upper 6 (A/S - A level) examinations and Y11 (GCSE) examinations will be held in O'Halloran Hall (OHH).
- Examinations for candidates with specific access arrangements will be held in either the Learning Resource Centre (LRC) or designated examinations rooms.
- Practical examinations (MFL, ICT, Art) will be held in designated examination rooms.

What time your exams will start and finish

Examinations are timetabled as morning sessions (AM) starting at 9:00am and afternoon sessions (PM) starting 1:00pm. Occasionally, afternoon sessions may start later (1:30pm) as a consequence of a timetable clash.

Candidates will be informed of any changes to the start times prior to the start of the Summer 2024 series.

A candidate who arrives after the start of the examination will be allowed to enter the examination room and sit the examination, and will be allowed the full time for the examination.

A candidate will be considered **very** late if he/she arrives:

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more,
- after the awarding body's published finishing time for an examination that lasts less than one hour

In circumstances where a candidate arrives very late for an exam, St Mary's College will allow the candidate to take the exam. However, candidates must be aware that the awarding body may not accept their script.

Supervision during your exams

The examination rooms will be supervised by a team of invigilators who are trained in applying the JCQ regulations regarding the conduct of examinations.

Internal invigilators are current members of staff who will be asked to supervise an examination room. Internal invigilators are not permitted to invigilate an exam related to their subject specialism.

External invigilators are individuals who are trained to undertake invigilating roles, particularly related to access arrangements, such as readers and scribes.

All invigilators follow strict rules and regulations when conducting exams as directed by JCQ and awarding bodies.

Exam room conditions

Candidates must only enter the examination room when instructed by the invigilator.

At the moment of entering the examination room, candidates are under **formal exam conditions**.

'Formal exam conditions' mean that

- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must comply fully with the notifications provided in the exam room and declare any unauthorised materials they may have brought to the exam room.
- Candidates must not open exam booklets or complete information on the front of their exam booklets until instructed to do so by the invigilator.

For examinations that last **one hour or more**, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. **one hour after the awarding body's published starting time for that examination**.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Those candidates will be allowed extra time to compensate for their temporary absence.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

Where you will sit in the exam room

Candidates for all examinations will be seated by exam number order in the exam room. The exam card includes the candidate number and name, in addition to any access arrangement that has been approved for the candidate. The exam card will be placed on the students allocated exam desk in the exam room.

- For AS or 'A' level exams, a seating plan will be made available to candidates outside the exam room prior to the exam.
- For GCSE exams, candidates are allocated the same exam desk for each exam.
- For candidates with specific access arrangements, a schedule of designated examinations rooms will be published on the Examinations Noticeboard (adjacent to A12).

How your identity is confirmed in the exam room

Invisitors are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks.

These arrangements relate to the use of desk cards (candidates name and number) to ensure that candidates sit at the correct allocated exam desk. In addition, senior members of staff will be present at the start of the exams to assist with the identification of candidates.

A private/external candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who is entered for the examination.

What equipment you need to bring to your exams

Candidates should be fully organised in bringing the appropriate and authorised equipment to the exam room. The following items are permitted for your exam:

- Black ballpoint pen (+1 spare as a back-up)
- Pencil (for drawings as required by the exam question, and rough notes)
- Ruler
- Protractor / metal compass (for maths exam)
- Eraser

You must not use correcting pens, fluid or tape, erasable pens, blotting paper.

You must not use highlighters or gel pens in your answer. You may only use a highlighter pen to highlight text in the question paper.

Using calculators

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Mobile phones which have an in-built calculator cannot be used.

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.

(Captured from, *JCQ Instructions for Conducting Examinations 2023-24* section 10.3)

What you should not bring into the exam room

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Candidates must not be in possession of the following items:

- iPods;
- **Airpods, earphones/earbuds**
- mobile phones;
- MP3/4 players or similar devices;
- watches.

This means that:

- all **unauthorised items should be left outside of the examination room**;
- any **pencil cases** taken into the examination room must be **see-through**;
- any **unauthorised items** that have been taken into the examination room must be **handed in to the invigilator** before the examination starts. The items will be stored at the front of the examination room and can be collected once the invigilator has given permission for candidates to leave the examination room at the end of the exam.

Food and drink in exam rooms

Food is not permitted in the examination room. However, a small, clear bottle of water or a reusable **clear/see-through** water flask is allowed in the examination room. Water bottles or flasks brought into the examination room by the candidate must be **free from packaging and all labels removed** from drink container.

Only water or water-based drinks are allowed in the exam room. **No energy drinks or carbonated drinks are permitted.**

Water contained in carton packaging (tetrapak) are not permitted in the examination room.

What you should wear for your exams

Full school uniform

Where your personal belongings will be stored during your exam

For examinations in the OHH, you should leave bags, coats, unauthorised items including switched off mobile phones, watches outside the exam room.

For examinations in the LRC, you should leave bags, coats, unauthorised items including switched off mobile phones, watches at the very back of the examination room.

For reasons of security, any valuable unauthorised items (phones, watches etc) can be brought into the examination room and handed in to the invigilator.

What to do if you arrive late for your exam

If you arrive late for your exam, you should go **straight to the exam room** and **quietly** enter the room. You should wait by the entrance to the exam room and wait for the invigilator to collect you and escort you to your exam desk.

If you arrive **very** late for your exam, you should follow the same guidance, as above. However, you must remain behind at the end of the exam to speak to the invigilator who will document your reason for arriving very late. This information will be shared with the awarding body in determining whether to accept your completed exam paper.

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

If you feel unwell on the day of your exam you should notify the Exams Office at the earliest time possible and prior to the start of the exam at the following email address:

a.bisceglia@stmarys.lpool.sch.uk

If you feel unwell but manage to attend the exam, you should:

Before the start of the exam:

Notify the invigilator that you feel unwell. Depending on the nature of the illness, the invigilator will decide whether to re-allocate you an exam desk in a more suitable location in the exam room.

At the end of the exam:

If you feel that your illness had a detrimental effect on your performance in the examination, you should notify the invigilator immediately after the exam. In addition, you should email the Exams Officer to provide evidence of your illness. The Exams Officer will be able to apply for Special Consideration with the awarding body on your behalf.

'Special Consideration' is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the examination.**

The awarding body will assess the application for Special Consideration and determine whether the candidate's case is justified and warrants the allowance of additional marks.

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

If the fire alarm should sound during an exam, you must listen to the invigilator for instructions as to how to evacuate the examination room. The invigilator will:

- Ask candidates to stop writing.
- Ask candidates to close their answer booklet.
- Instruct candidates to leave all questions papers and scripts on their desks.
- Instruct candidates to evacuate the examination room in accordance with the school evacuation policy.

Candidates must leave the examination room in silence and must not engage in conversation with other candidates once outside. There must be **no discussion about the examination**.

When the all clear is given to re-enter the examination room, candidates must enter in silence and return to their seats. Candidates must wait for instructions from the invigilator as to when they may restart the exam.

Candidate will be allowed the remainder of the working time set for the examination once it resumes.