



EXAMINATIONS BOOKLET 2023

GUIDANCE/INFORMATION FOR STUDENTS & PARENTS

If you or your parents/carers have any questions or need help or advice at any time before, during or after the examinations please contact:

Assistant Principal – Mr N Anderson

Examination Officer - Mrs S Kaur

Year 11 Year Achievement Co-Ordinator – Mr M Faruk

Year 11 Assistant Year Achievement Co-Ordinator – Mrs F Sayeed

School Telephone No: 0116 2625705

Remember – we are here to help.

GOOD LUCK

INTRODUCTION

Moat Community 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 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

- To maintain the integrity of qualifications, strict regulations are in place
- Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- Malpractice means any act or practice which is in breach of the regulations, e.g. -
 - Plagiarism of any nature
 - Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
 - Copying (including the use of ICT to aid copying)
 - Deliberate destruction of another's work
 - Fabrication of results or evidence
 - False declaration of authenticity in relation to the contents of a portfolio or coursework
 - Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

The Joint Council for Qualifications issue information and regulations to students sitting exams and completing assessments, including the use of personal data, what you are allowed to bring into the exam room and acceptable use of social media. It is your responsibility to read these regulations carefully. All regulations issued by the JCQ have been sent to student's school email accounts and copies are also available on the school website.

EXAM TIMETABLE

You will also receive an individual timetable with details of date, time, and duration of your exams. **Please check your individual timetable very carefully including the spelling of your name** and keep it in a safe place. **You must bring your timetable with you on the day of your exams.** Your timetable is important and will tell you what room your exam is in and your seat number. It will also confirm whether you are entered for Higher, or Foundation tier exams (for languages, science, and maths) and any exam clashes you may have. If you have any questions regarding your timetable, please see Mrs Kaur in the Admin Office.

EXAM CLASHES

If you have two exams timetabled at the same time, this is an exam clash. If you have an exam clash, the school will make special timetable arrangements and move one of your exams to a different time. You must check your individual timetable and see Mrs Kaur, in the Admin Office, if you are unsure what

to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Kaur **immediately**.

If you have an exam that has been moved to a different time, you will need to remain under supervision by an invigilator and must **NOT** leave the exam room with the other candidates. If you are sitting an exam that has been moved to a morning or afternoon session, you must ensure that you bring a packed lunch with you.

CONTACT NUMBERS

Please check that school has an up-to-date contact number for you.

WHAT DO I NEED TO BRING WITH ME ON THE DAY OF MY EXAMS?

Make sure you have the correct equipment before the day of your exam. Check with your subject teacher if you are unsure.

You must either use a transparent pencil case or clear plastic bag.

You must bring two **black** pens (in case one runs out of ink). No erasers, correction pens or highlighters are allowed.

For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. **Remove any covers or instructions** and make sure batteries are new.

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.

No food or drink except water in a clear plastic bottle (**with the label removed**) is allowed in the examination rooms.

Watches and mobile telephones are not allowed and must not be brought into the exam room. If a mobile phone or watch (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board.

WHAT SHOULD I WEAR?

You **must** ensure that you are wearing your Lanyard and full school uniform.

WHAT TIME SHOULD I ARRIVE AND WHERE SHOULD I GO

Candidates must arrive by **8.00am for a morning exam** and wait in Dining Room 2
1.15pm for an afternoon exam and wait outside in the canopy area/near the Sports Hall

Candidates who arrive up to 30 minutes late for an examination **may** be admitted into the exam room, but there are regulations and guidance that we must follow. If you arrive late, you must report to Reception and wait for a member of staff to see you.

Candidates must stay in the examination room for the full duration of the exam. You will not be allowed to leave an examination room early.

DURING YOUR EXAM:

Do not attempt to communicate with or distract other candidates. Any student found distracting other students will be reported to the awarding body and you will face the highly likely consequence of being disqualified from your exam/s.

What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

What do I do if I think I have the wrong paper?

Invigilators will ask you to check your paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

At the end of the examination all work must be handed in. If you have used more than one answer book or loose sheets of paper please remember to write the centre number, your candidate number and name on each additional page.

Invigilators will collect your exam papers **before** you leave the room. Silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.

ABSENCE FROM EXAMS:

If you experience difficulties during the examination period (e.g., illness, injury, or personal problems), please inform school at the earliest possible point so we can advise you.

Only in exceptional circumstances are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.

Parents and candidates are reminded that the school will require payment of entry fees (approx. £45.00 per unit per subject) should a candidate fail to attend an examination without good reason (this also includes family holidays) and without informing the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

SUMMER 2023 CONTINGENCY DAYS

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

For the June 2023 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on **Thursday 8 June 2023** and **Thursday 15 June 2023**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 28 June 2023**.

Candidates must remain available until Wednesday 28 June 2023 should examinations need to be rescheduled.

RESULTS

Provisional statement of results will be distributed on 24th August 2023 between 9am - 9.45am in the school dining room area where teachers and members of the SLT will be available.

If you are unable to attend and wish for your results to be emailed or collected by someone else, please email skaur@moat.leicester.sch.uk with your consent and full details of the person who will be collecting the results.

ALL EXAMS RELATED POLICIES, PROCEDURES AND REGULATIONS ARE AVAILABLE ON THE SCHOOL WEBSITE IN THE EXAMS SECTION (THIS INCLUDES COMPLAINTS AND APPEALS, RESULTS AND POST RESULTS SERVICES)

COLLECTION OF CERTIFICATES

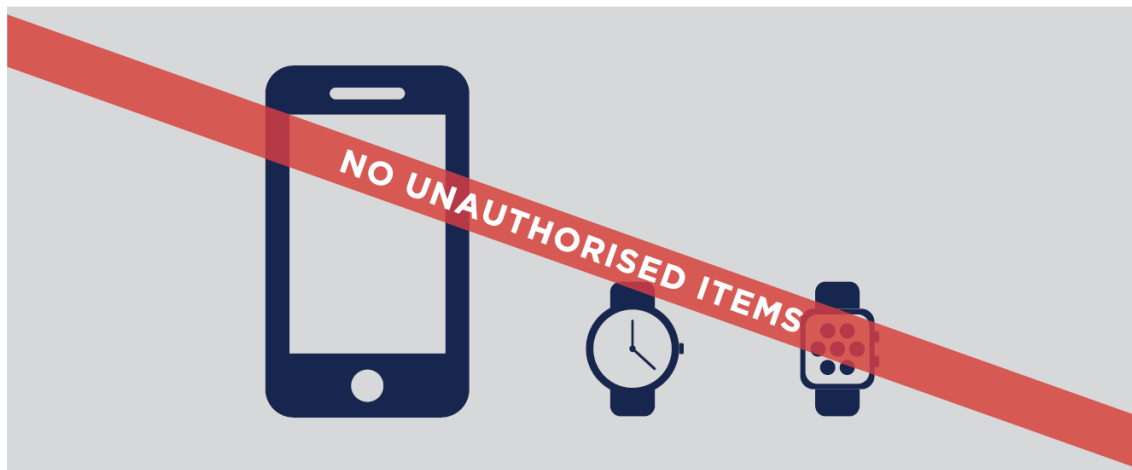
The planned date for you to come in and collect your exam certificates is Tuesday 28th November 2023 between 3.30pm – 4.30pm.

(Please check the Moat Community College website for details of any changes to this date)

If you are unable to attend and wish for your certificate to be collected by someone else, please email skaur@moat.leicester.sch.uk with your consent and full details of the person who will be collecting your certificate.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



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.

Please sign and return this page to your Form Tutor.

NAME:

Form:

Date I received the handbook:

I confirm that I have received my individual Timetable and my name has been spelt correctly

I have read the contents of the Exams booklet

I understand (Tick all 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 which were emailed to me, 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 the above

Candidate Signature:

Date of signature: