



# CANDIDATE EXAM HANDBOOK

## 2022/23

This handbook is reviewed and updated annually

Produced/reviewed by	
Exams Officer	
Date of next review	January 2024

## Contents

Introduction.....	4
Purpose of this handbook .....	4
Malpractice .....	4
Personal data.....	4
Copyright.....	4
Coursework assessments/non-examination assessments.....	5
Written timetabled exams.....	5
Contingency days - Summer 2023.....	5
On-screen tests.....	5
Where you will take your exams .....	5
What time your exams will start and finish .....	5
Supervision during your exams .....	6
Exam room conditions .....	6
Where you will sit in the exam room .....	6
How your identity is confirmed in the exam room .....	6
What equipment you need to bring to your exams .....	7
Using calculators.....	7
What you should not bring into the exam room.....	8
Food and drink in exam rooms.....	8
What you should wear for your exams .....	8
Where your personal belongings will be stored during your exam .....	8
What to do if you arrive late for your exam .....	8
What to do if you are unwell on the day of your exam.....	8
What happens if you have an unauthorised absence from your exam.....	8
What happens in the event of an emergency in the exam room .....	9
Candidates with access arrangements/reasonable adjustments .....	9
Results .....	9
Post-results services.....	9
Certificates.....	10
Internal appeals procedure.....	10
Complaints and appeals procedure.....	10
APPENDIX 1.....	11
JCQ Information for candidates - coursework.....	11
APPENDIX 2.....	12
JCQ Information for candidates – non-examination assessments .....	12
<a href="https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf">https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf</a> .....	12
APPENDIX 3.....	13
JCQ Information for candidates – on-screen tests .....	13

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen\\_Examinations\\_2022\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.pdf) 13

APPENDIX 4..... 14

    JCQ Information for candidates – written exams ..... 14

APPENDIX 5..... 15

    JCQ Information for candidates – Privacy Notice ..... 15

APPENDIX 6..... 16

    JCQ Information for candidates – social media..... 16

APPENDIX 7..... 17

    JCQ *Unauthorised items* poster..... 17

APPENDIX 8..... 18

    JCQ *Warning to candidates* poster ..... 18

CANDIDATE CONFIRMATION..... 19

## Introduction

Parkfield School 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

- *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*

[Suspected Malpractice - Policies and Procedures](#)

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

### Information for candidates – social media

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 - [https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice_21-22.pdf)*

## Copyright

- *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*

Refer to [GR 6](#)

### Coursework assessments/non-examination assessments

- *Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media <https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Coursework Assessments 2022 FINAL.pdf>*
- Refer to [Instructions for conducting non-examination assessments](#), (Foreword) and [Information for candidates documents](#)

The centre will. notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments. JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format

### Written timetabled exams

- *Check your 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*

<https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written Examinations 2023 FINAL.pdf>

- Refer to [GR 5.8](#)

### Contingency days - Summer 2023

[https://www.jcq.org.uk/wp-content/uploads/2022/12/jcq-bulletin-16-december\\_2022-12-16T123852.893175.html](https://www.jcq.org.uk/wp-content/uploads/2022/12/jcq-bulletin-16-december_2022-12-16T123852.893175.html)

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**.

Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days. They should consider the contingency day of Wednesday 28 June 2023 when making their plans for the summer. **Candidates should be encouraged to remain available until Wednesday 28 June 2023 should examinations need to be rescheduled.**

### On-screen tests

Refer to [Information for candidates – on-screen tests](#)

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen\\_Examinations\\_2022\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.pdf)

### Where you will take your exams

Parkfield School, Hurn, Christchurch, Dorset. BH23 6DF

### What time your exams will start and finish

- *Start times – 9.00 am for morning exams – 13.00 for afternoon exams.*

- 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
- For examinations that last less than one hour, candidates must be supervised, and question papers must be kept in secure storage until the published finishing time of the examination.

### Supervision during your exams

- *Exams are supervised by a team of invigilators (either internal or external)*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies*

### Exam room conditions

- *Candidates will wait outside the room until invited in by the invigilator.*
- *Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.*
- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.*
- *Candidates must not communicate with or disturb other candidates.*
- *Any information needed will be displayed in the exam room (i.e. centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)*
- *Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator.*
- *Any relevant information regarding the use of additional answer sheets/answer books etc.*
- *Candidates must not open the question paper until the examination begins.*

Refer to [ICE 19](#)

### Leaving the Examination Room Policy.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room.

Refer to [ICE 23](#)

### Where you will sit in the exam room

- *There will be a seating plan displayed.*
- *Exam cards with names on will be displayed on the desks*

### How your identity is confirmed in the exam room

#### Candidate Identification Procedure.

Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.

## What equipment you need to bring to your exams

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;
- mobile phones;
- MP3/4 players or similar devices;
- watches.

This means that:

- ideally, all unauthorised items are left outside of the examination room.
- any pencil cases taken into the examination room must be completely see-through.
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

Refer to [ICE 18](#)

## Using calculators

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*

Refer to [ICE 10](#)

**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 2022-2023](#), section 10.3 on 8 September 2022)

## What you should not bring into the exam room

Candidates must not be in possession of the following items:

- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches.

## Food and drink in exam rooms

Only drinks may be allowed in the examination room at the discretion of the head of centre. However, any drink brought into the examination room by the candidate or the centre must be free from packaging and all labels removed.

To enable invigilators to check these items quickly and efficiently:

- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

Refer to [ICE 18](#)

## What you should wear for your exams

Parkfield School uniform

## Where your personal belongings will be stored during your exam

Bags, coats, unauthorised items including switched off mobile phones, watches etc, will be stored in the Multi Purpose Hall or at the front of the examination room. The invigilator will direct where to leave bags etc.

## What to do if you arrive late for your exam

Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

If you arrive late for an exam, report to the invigilator running the exam.

If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

Refer to [ICE 21](#)

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

- *If you are unwell on the day of the exam and unable to attend the exam, contact the office as soon as possible on 01202 592530.*
- *If you are unwell but manage to attend the exam speak to the invigilator prior to the examination.*
- *If you feel unwell during the exam notify the invigilator.*
- *Provide any relevant information regarding application for special consideration etc. (and the evidence that may need to be provided to support a request for special consideration)*

[https://www.icq.org.uk/wp-content/uploads/2022/09/Guide\\_to\\_spec\\_con\\_process\\_2223\\_FINAL.pdf](https://www.icq.org.uk/wp-content/uploads/2022/09/Guide_to_spec_con_process_2223_FINAL.pdf)

## What happens if you have an unauthorised absence from your exam

Refer to Centre policies and [ICE 22](#)



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

### Emergency evacuation procedure for examinations

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies.

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body.

Refer to [ICE 25](#)

## Candidates with access arrangements/reasonable adjustments

- *Candidates are informed of the approved arrangements that are in place for them.*

## Results

- *The provisional statements of results will be issued/distributed on the 24 August 2023*
- *What time to attend the centre (for results issued in the summer) – Times to be announced.*
- *The senior members of centre staff and subject leaders will be available.*
- *If you are unable to attend the centre, please contact the Exams Officer to arrange for results to be collected on a candidate's behalf.*

Refer to [GR 5.12](#) and [Post-Results Services](#) information

## Post-results services

- *Please contact the centre for information on Post results services*
- Refer to [GR 5.13](#) and [Post-Results Services](#) information

## **Certificates**

- *Candidates will be contacted when certificates are available for collection.*

Refer to [GR 5.14](#)

## **Internal appeals procedure**

Refer to website

Refer to [GR 5.3x](#)), 5.7 and 5.13

## **Complaints and appeals procedure**

Refer to website

Refer to [GR 5.8](#)

**JCQ Information for candidates - coursework**

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

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Coursework\\_Assessments\\_2022\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Coursework_Assessments_2022_FINAL.pdf)

**JCQ Information for candidates – non-examination assessments**

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

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE Assessments 2022 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf)

**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).

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen\\_Examinations\\_2022\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.pdf)

**JCQ Information for candidates – written exams**

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

[https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written\\_Examinations\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf)

**JCQ Information for candidates – Privacy Notice**

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

[https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice_21-22.pdf)

**JCQ Information for candidates – social media**

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

[https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates\\_Final.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates_Final.pdf)



**JCQ *Unauthorised items* poster**

This poster will be displayed outside each exam room. You **must** note that "*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.*"

**JCQ *Warning to candidates* poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Community Lead by 18<sup>th</sup> April 2023.

If there is anything you do not understand, you should ask your Community Lead 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