

CANDIDATE EXAM HANDBOOK

2022/23

This handbook is reviewed and updated annually

Produced/reviewed by	
Date of next review	

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Introduction

Oakwood Park Grammar 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

Relevant information to ensure candidates are aware of what malpractice is and the possible consequences.

- 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

Refer to [ICE \(JCQ Instructions for Conducting Examinations handbook\)](#) 24 and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Current 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.

The basis of this policy is underpinned by our Centre's Behaviour and Anti-Bullying Policy which can be found on the school website under Key Information – Policies and Documents – Statutory Policies. **Managing Behaviour Policy** and/or **Malpractice Policy (Exams)** is contained within the Exams Policy (available on request)

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 (School website under Key Information – Examination Tabs)

Refer to [GR \(JCQ General Regulations Handbook\) 6](#) and [Information for candidates – Privacy Notice](#)

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 regarding coursework, non-examination assessments, social media is on School website under Key Information – Examinations Tabs
- Candidates will be informed by subject teachers as to when and where assessments will take place.
- Deadlines – candidates will be told / guided by subject teachers (dependent on the assessment type)
- How work is marked/assessed, which NEA is externally marked / assessed and when candidates are informed of their centre assessed marks is detailed in the specific policies is on school website. (Non Examined Assessment Policy and internal appeals procedure and requesting a review of the centre assessed marks can be found under Key Information – Examinations Tabs)

For clarification

[Coursework](#) here relates to Project qualifications

[Non-examination assessments](#) here relates to reformed GCE & GCSE specifications

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... ensure that the 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 **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ Unauthorised items and Warning to candidates posters. ([GR 5.8](#)))

Written timetabled exams

When you receive your timetable (hard copy or electronic), please complete and return confirmation slip to verify that you have received the timetable and have read the necessary JCQ documents and posters as detailed below.

- Please check personal details and subjects including any tiers e.g. Foundation /Higher are correct. Any amendments to be reported to Exams Office / or email exams@opgs.org immediately.
- 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 – social media, non examined assessments, coursework assessment, written examinations, Privacy Notice & Preparing to sit your Examinations (School website under Key Information – Examinations – Information for Candidates tabs)
- Exam room posters – Warning to candidates, Unauthorised items (School website under Key Information – Examinations – Information for Candidates tabs)

Please continue to check Edulink regularly upto and including day of exam for any changes i.e. rooming.

Contingency days - Summer 2023

Contingency days are designed to be used in the event of national or significant local disruption to examinations. The dates have been timetabled for the afternoons of 8th and 15th June as well as the day of 28th June. Candidates must be available on those dates.

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

- Timetable clashes are where a candidate is entered to take two or more exams at the same time on the same day.
- If a candidates clash exams for a session (AM /PM) total more than three hours including approved allowances / extra time and/or supervised breaks. The centre may conduct one exam in a later or earlier session within the same day. (where one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)

Overnight Supervision Arrangements Policy

- When candidates are entered for multiple examinations (three or more examinations) timetabled for the sam day and total duration for those papers is more than **six hours for GCE** and **more than five and a half hours for GCSE including approve extra time allowances and/or supervised rest breaks**. Candidates may be allowed to take the examination the following morning, including Saturdays.
- Where the need for overnight supervision is identified the Exam Office/SLG will contact student and parents and make clear the arrangements necessary and cosequences should

they not be adhered to, in conjunction with completing 'Timetable variation and confidentiality declaration for overnight supervision' form

All clash candidates will be notified either electronically or hard copy prior to their examinations as to arrangements and must return acknowledgement slip to confirm that all has been understood.

- Formal examinations conditions' means that any supervised breaks of no more than twenty minutes involved in a clash arrangement i.e. where one paper is taken after another must be conducted in an examination room and that the candidate cannot use this time to revise.
- '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:
 - Be in possession of an electronic communication / storage device or have access to the internet.
 - Have contact with any candidate/s who have sat the examination;
 - Be coached by a member of centre staff

Where you will take your exams

Rooming information will be on your final individual timetable. Please do check Edulink regularly upto and including the day of your exam for any updates /amendments regarding rooming.

What time your exams will start and finish

- Centre Start times for public / external exams are 8.50am for Morning session and 1.50pm for Afternoon session.

Supervision during your exams

- Exams are supervised by a team of external invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

Exam room conditions

- Candidates will be instructed (prior to exams) where to line up. Queuing system for Year 11 according to candidate number and Year 13 line up next to wall near reception. Candidates will be permitted into exam room by invigilators.
- 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
- Information displayed in the exam room (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
- Please raise your hand high if you need assistance from an invigilator e.g. additional answer sheets/answer books etc.
- Candidates must not open the question paper until the examination begins

Leaving the Examination Room Policy.

Candidates leaving the exam room for an approved medical reason will be allowed the full exam time.(they must be accompanied by an invigilator)

Candidates leaving the exam room for a toilet break will not be given the time back. (they must be accompanied by an invigilator)

Any candidate who leaves the exam room unaccompanied will not be permitted to re-enter the exam room.

Once the exam has finished and all scripts/question papers have been collected and you have been dismissed in an orderly fashion by invigilator are you then permitted to leave the examination in silence.

Where you will sit in the exam room

Large exam rooms such as Hall, Gym or Sixth Form Centre (SFC) will have a seating plan displayed outside (For the Hall – seating plan will be displayed outside on the wall nearest reception side).

When invited in, please find your seats as instructed by invigilators e.g. according to subject.

How your identity is confirmed in the exam room

Candidates' identity is confirmed with pictured candidate cards which has centre name, centre number and candidate number detailed.

What equipment you need to bring to your exams

Candidates must only bring the items required for that exam i.e black pen, pencil, ruler, any subject specific materials such as calculators, compass, pottractor. Any pencil cases must be see-through.

Using calculators

- Candidates may use a calculator in an examination unless this is prohibited by the Awarding Body Specification.

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 should not bring into or have on their person in the examination room any unauthorised items e.g. notes, spare paper, any potential technological/ web enabled sources of information e.g. mobile phone or any watch.

- JCQ Unauthorised items Poster (School website – Key Information – Examinations – Information for Candidates tab)
- **If a candidate has access to unauthorised item/s in the examination room this may be considered as malpractice which could result in disqualification.**

Food and drink in exam rooms

Food is not permitted in exam rooms unless previously agreed with the exam officer for a medical condition.

Still water (small bottle – 500ml maximum) is permitted but all labels must have been removed prior to entry to the exam room.

What you should wear for your exams

Full school uniform (Year 11) / Business wear (Year 13) is to be worn for all exams unless advised otherwise due to factors such as weather conditions / room temperatures.

Where your personal belongings will be stored during your exam

Personal items such as bags, coats, unauthorised items including switched off mobile phones, watches etc. will be stored in lockers or as directed by Senior Leadership or Examinations Officer.

What to do if you arrive late for your exam

If you are late for an examination, please report immediately to reception who will notify Exams Officer.

If a candidate is late we will permit them to sit the exam with the full time allowance (for external exams only), and with the arrival time marked on their papers for Internal exams.

Where a candidate is very late (more than an hour after published starting time or at the end of examination where exams duration is under an hour) for an External exam we will permit them to take it, but they will be warned the exam board may not accept the paper. The 'Very Late Arrival Form' will be completed and exam board will then be informed in accordance with JCQ regulations.

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

- What you would expect the candidate or parent/carer to do if the candidate is unwell and unable to attend the exam – **to contact school reception and email exams@opgs.org to notify at the very earliest opportunity**
- What to do if a candidate is unwell but manages to attend the exam – **please communicate this at the earliest opportunity to Exams Officer or invigilator.**
- What to do if the candidate feels unwell during the exam – **raise their hand and bring to attention of invigilator who will assist as necessary.**
- Where candidate is absent from exams for illness or other acceptable reason, we will require written confirmation i.e. from a doctor. Where special consideration is to be applied for, to support the application, the written confirmation / documentation will be submitted to the Awarding Body as evidence.

What happens if you have an unauthorised absence from your exam

When a student is absent for unauthorised reason from external or internal exams, the exam officer will request the receptionist to contact them. This may lead to withdrawal from exam and reimbursement of exam entry costs.

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

The invigilator will instruct the candidates to stop working, close exam script and remain seating until advised as to the procedure for either evacuation or 'stay in position' as is required by the emergency as advised by alert e.g. fire alarm tone or alert on tablet communication. If asked to evacuate, it should be in silence and meeting point outside the school during exams is under the trees in the car park at the front of the building. A register will be taken. Candidates must remain isolated in exam groups.

If candidates are unable to return to the building to complete exam then the relevant awarding body will be contacted for further guidance; Otherwise the incident will be recorded by the invigilator on the 'Incident Log' and the exam/s will be restarted and where possible the full allotted time will be given inclusive of time missed due to incident.

Candidates with access arrangements/reasonable adjustments

The SENco (Specialist Education Needs Co-ordinator) will inform the Student, Exams Officer and Parents of the access arrangements provided for the student and this will be accommodated when conducting their examinations.

Results

For Summer 2023 examinations

- Date(s) of hard copy provisional statements of results will be issued/distributed are:
- GCE - Thursday 17th August and GCSE – Thursday 24th August. The results are 'Provisional' because they may be subject to amendment by an awarding body, for example through the published post-results services, prior to the issuing of certificates.
- Time window to attend school for results collection will be disclosed nearer the results day.
- Senior members of centre staff will be available at assigned times, which will be communicated prior to results day.
- If you are unavailable to collect your results in person, the school office will post them to you if you provide us with a postage paid self addressed envelope (size: A5 envelope). If you wish for someone else to collect on your behalf, that person will have to provide a photographic form of identification when collecting. Either request, please let us know in advance by email office@opgs.org.

Post-results services

- The services available for that examination series such as reviews of results, access to scripts will be detailed on 'Post-Results Services: Request, Consent and Payment Form' – sample of form for November 2022 examination series in Appendix 2
- All requests for post-results services must be made through the centre
- Included with your provisional results will be the Post-Results Services: Request, Consent and Payment Form' with information about deadlines, fees and consent. Candidates will be able to access a copy of this form on School website under Key Information – Examinations tab

Certificates

We anticipate certificates to arrive in school by November for Summer examinations. Candidates will be notified by the school office. In accordance with JCQ guidelines, all certificates are held in school for a period of 12 months; after which time they will securely destroyed. **Please note the cost of**

replacing lost certificate is approx £45 per certificate; this can be done by the candidate contacting the relevant Awarding Body.

Internal appeals procedure

Information on the centre's **Internal Appeals procedure** is available on school website under Key Information – Examinations Tab – Examinations Policies – Internal Appeals Procedure

Examples

- Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by **Oakwood Park Grammar School** and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification then submitted by the deadline set by the awarding body for external moderation. Prior to submission to the awarding body, candidates are informed of their marks / grades and given a minimum of 5 working days to appeal where necessary.
- Detail of areas covered by the centre's internal appeals procedure, timescales ,how to appeal via appeal form are all covered in Internal Appeals procedure available on school website.

Complaints and appeals procedure

Complaints and Appeals procedure is available on school website under Key Information – Examinations Tab – Examinations Policies – Complaints and Appeals Procedure tabs

JCQ Information for candidates

Information for candidates' documents can also be found on school website:

<https://www.opgs.org/page/?title=Examinations&pid=183>

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

Information for candidates - Coursework 2022-2023

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

JCQ Information for candidates – non-examination assessments

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

Information for candidates – non-examination assessments 2022-2023

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

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).

Information for candidates – on-screen 2022-2023

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

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2022-2023

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

JCQ Information for candidates – Privacy Notice

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

Information for candidates – Privacy Notice 2022-2023

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

JCQ Information for candidates – social media

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

Information for candidates – social media

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

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."

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

JCQ *Warning to candidates* poster

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

Warning to candidates poster

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

Oakwood Park Grammar School

POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced below.

(GCSE) November 2022 exam series

Deadlines for return by service reference number (SRN): **R1 R1a R2 R2a R3 A2** by **6 February 2023**
A1 by **24 January 2023**

Candidate number		Candidate name		Candidate email	
Awarding Body	Qualification level and Subject title			Paper code	SRN
					£
					£

RoR Candidate consent

By signing here, I am giving my consent to the head of my school/college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signature: Date:

ATS Candidate consent

By signing here, I consent to my scripts being accessed by my centre (**Tick ONE of the boxes below**)

- ☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed
- ☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine

Signature: Date:

Consent statements above and details of the RoR services below taken from JCQ's [Post-Results Services](#) (section 4, appendices A and B)

SRN	Post-results service	Details of the service
R1	RoR Service 1: Clerical re-check	This service will include the following checks: <ul style="list-style-type: none"> that all parts of the script have been marked the totalling of marks the recording of marks Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).
R1a	RoR Service 1 with copy of re-checked script	
R2	RoR Service 2: Review of marking	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none"> the clerical re-checks detailed in Service 1 a review of marking as described above
R2a	RoR Service 2 with copy of reviewed script	
R3	RoR Service 3: Review of moderation (This service is not available to individual candidates)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work...
A1	ATS: Copy of script to support review of marking	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
A2	ATS: Copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning

FOR EXAMS OFFICE USE ONLY

Total fee(s) received	£	Service(s) applied for	Date	Outcome(s) received	Date(s)	Candidate notified	Date(s)	Outcome(s) complete	Date(s)
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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 [insert name/role] by [insert date].

If there is anything you do not understand, you should ask [insert name/role] 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