



St John
Bosco
College

CANDIDATE EXAM HANDBOOK

2022/23

This handbook is reviewed and updated annually.

Produced/reviewed by	
Date of next review	

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Introduction

St John Bosco College 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

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

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 – Privacy Notice (insert where this is located...)

Refer to [GR 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 - coursework, non-examination assessments, social media (refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)
- When assessments will take place
- How candidates are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed etc.

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.

- 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)

Refer to GR 5.8

Contingency days - Summer 2023

This is **the day after the last examination for that qualification in each series**, should there be exceptional circumstances that may require us to reschedule an examination.

These are now timetabled for the afternoons of the **8 and 15 June** as well as the day of **28 June 2023**. These contingency days are designed to be used in the event of national or significant local disruption to examinations Refer to [ICE 15](#)

On-screen tests

Please read Information for candidates – on-screen tests

Candidates that will undertake on-screen tests will be told in advance. The document has been sent to all exam candidates via Teams and is also on the school website. (*refer to the JCQ information for candidates document– on-screen tests*) OR delete this box if not relevant to any candidates in your centre

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

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

Overnight Supervision Arrangements Policy).

- A Timetable clash is when a candidate(s) is **entered to take two or more exams at the same time on the same day**.
- A timetable clash within the same session will be managed (one paper will be taken, followed immediately/after a short, supervised break by the next paper(s) in the same session. Formal examination conditions apply and will mean candidates always remain supervised in the exam room)
- A timetable clash over exam sessions will be managed and the centre supervision arrangements will be put in place (Formal supervision will start from the beginning of the morning session exam up until the end of the afternoon exam completion. Formal supervision involves a member of staff designated to continually supervise the candidate – escorting the clash candidate to the restroom, canteen... ensuring candidates don't have access to electronic devices or meet with friends or teachers. It is advisable to bring a packed lunch if you have a clash that lasts all day.)

Overnight supervision is very extraordinary, and candidates will be advised well in advance and the procedure will be gone through well in advance. The Head of Centre agrees this arrangement in advance of examinations taking place in conjunction with the parent/carer.

- JCQ give guidance on what constitutes a timetable clash.
- JCQ guidance is followed for how a timetable clash within the same session will be managed (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)
- JCQ guidance is followed for a timetable clash over exam sessions will be managed and the centre supervision arrangements that will be put in place etc.

Refer to [ICE 7](#)

Where you will sit your exams

Exams will take place in several venues across the school. Details of the room and seat allocated to you for your examination will be published on the exam notice board the day before your exams. Please refer to the notice board situated outside the canteen/RUA Hall.

What time your exams will start and finish

- St. John Bosco start times for examinations are 9am and 1pm students need to line up 15 mins prior to these times to register, hand in possessions and obtain any instructions or notices for candidates prior to the exam starting.
- Candidates must remain in exam rooms until the exam finishing time (recorded on the board in the exam room). Candidates must remain silent at the end of an exam and will be dismissed formerly by the invigilators supervising the exam.

Supervision during your exams

- Exams are supervised by a team of invigilators (Invigilators will be a mix of external and internal staff).
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- Invigilators oversee the examination and candidates must follow the invigilators instructions carefully to prevent malpractice.
- Invigilators cannot answer any questions relating to the questions in the exam paper. Please don't ask them questions along the lines of: - what does this mean? I don't know this word what is it? Etc.

Exam room conditions

- Candidates are invited and escorted into the exam room usually by a member of Senior Leadership Staff.
- Candidates are to drop off bags/coats/scarves/books and any other personal belongings as instructed by the 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 (Formal = no communication, silence, listening carefully)
- Candidates must listen to and always follow the instructions of the invigilator in the exam room
- Candidates must not communicate with or disturb other candidates.
- The following information is displayed in the exam room (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)
- 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
- Candidates are responsible for producing legible handwriting in black pen for their exams
- Use of additional answer sheets/answer books etc. are requested during the exam from the invigilator. Completion of your name and candidate number is required on any additional sheets and must be inserted into the exam script.
- *Candidates must not open the question paper until the examination begins.*

Refer to [ICE 19](#)

Leaving the Examination Room Policy.

- Candidates must be recorded in a logbook and escorted to and from a restroom if a candidate requires a bathroom visit.
- Candidates that fall unwell during an exam will be recorded in a logbook and escorted to see a first aider to establish whether a short break will enable them to carry on with the examination or whether a candidate will require a parent to collect them where they are too unwell to carry on.
- If a candidate leaves a room unaccompanied, they will not be allowed to return to the exam room to continue.
- Candidates are not allowed to re-enter the exam room once they have left.

Refer to [ICE 23](#)

Where you will sit in the exam room

- Candidates are seated according to the seating plan and will be invited to take their seats once the exam is ready to go ahead. Candidates must sit in the seat designated on the seating plan.
- If you have difficulty finding your designated seat, please ask the invigilators who will be happy to help.

How your identity is confirmed in the exam room

Candidate Identification Procedure.

Please wear your school lanyard with the photo id badge provided to you. SLT staff will be available to help invigilators with identification of candidates.

Private candidates will provide the school with a copy of their passport – photo id and the examinations officer will introduce private candidates to the invigilators.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

Only authorised equipment should be brought into the exam room by the candidate.

- Candidates must use a black pen for every written examination.
- A maths set and ruler as well as highlighters (for highlighting texts in the question book).
- A scientific calculator is essential for maths and science question papers.

The centre has a small stock of essential equipment but cannot guarantee to have enough to go around for every candidate. It is essential students are organised and bring the correct items for their examinations. It is the candidate's responsibility to have the correct equipment.

- *JCQ information regarding authorised equipment that should be brought by the candidate*

Refer to [ICE 18](#)

- *What materials and resources are provided by the centre etc.*

Using calculators

- ▶ You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams
- ▶ It is your responsibility to ensure you have a working calculator that meets the requirements of the JCQ detailed in the next paragraph.

Examples

- *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

- The JCQ are very clear that items such as phones, watches, notes, lucky charms, Vaseline tins etc. must not be brought into an exam room.
- Labels on **water** bottles must be removed before entering the exam room. Bottles must be clear (no pictures, writing, logos) and 250ml in size.
- Hats, coats, scarves, and bags must be left in the designated area outside of the exam room.
- If regulations are breached, you will be reported to the exam board and the consequences are severe. You run the risk of jeopardising the paper you are sitting and possibly any papers you previously sat or about to sit.

Food and drink in exam rooms

- Food is not allowed in the exam room.
- Chewing gum is not permitted in the exam room.
- A small bottle of **water** 250ml is allowed but all the labels must be removed from the bottle prior to entering the exam room.

Refer to [ICE 18](#)

What you should wear for your exams

- KS4 - Full school uniform.
- KS5 – A tailored skirt suit (knee length) or trouser suit (full length) with a tailored jacket, smart blouse, or top, and smart leather shoes

Scarves, extra jackets, jewellery, extra cardigans, hoodies etc. are not permitted.

Where your personal belongings will be stored during your exam

- A system is implemented for bags and coats to be secured during an exam.
- Unauthorised materials including mobile phones and watches will be collected and stored in the admin office for the duration of your exam.

You will be supplied with a sealed bag and number ticket for the security of your phone/watch and valuables to ensure safe return to yourself after the exam.

What to do if you arrive late for your exam

- Please inform the school as soon as you can if you are running late for an exam so that you can be advised as to what you must do.
- If you are late for an exam, you must book in with the attendance officer.
- The examinations officer will collect you from attendance and take you to the exam room.
- You will be allowed the full time for the examination.

If you are very late (as specified by the JCQ) a report is sent to the exam board and the awarding body will probably refuse to mark your paper and award you 0 (zero) for that particular paper. This would have an adverse affect on your overall grade for that subject.

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 an exam, the examinations officer must be informed as soon as possible. Either by email exams@sjbc.wandsworth.sch.uk or by phone 0207 924 8310
- If a candidate is unwell and cannot attend the exam, inform the examinations officer as soon as possible. Make an appointment at the GP and bring the medical note in for the examinations officer to make an application for special consideration.
- If a candidate is unwell but manages to attend the exam, inform the examinations officer and provisions will be made to accommodate the candidate suitably and allow rest breaks etc. If there is a need to apply for access arrangements this can be done as an emergency. The exams officer will apply for special consideration once evidence from a doctor is brought into school to support the special consideration application.
- Please collect a form from the examinations officer to detail absence
- If you feel unwell during an examination, please put your hand up and explain to the invigilator you are unwell. The examinations officer should be called to the room to assess and decide as to whether you can continue after a break or whether you will have to stop the exam.
- Provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason
- 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).

What happens if you have an unauthorised absence from your exam

If you are absent without a valid reason, you will achieve 0 (zero) for the paper missed and parents will receive a letter requesting payment for the fees paid to enter you for the examination.

Refer to [ICE 22](#)

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

- In the event of an emergency the invigilators will follow the school policy. Students are expected to follow any instructions respectfully.
- If you are evacuated, you are still under examination conditions and you must not separate from the exam group or discuss the exam.
- If you are evacuated, you will line up by the Devereux entrance separate from the rest of the school.

Once the exam can resume you will receive the full allocated time to complete the exam.

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

- The SENCo makes the arrangements for students to have assessments and collects evidence for any students that require access arrangement well in advance examination dates.
- The SENCo will make candidates aware of any arrangements that are in place.

The Examinations Officer will follow the SENCo's outline and ensure the arrangements are in place for each exam.

Results

- GCE AS and A2 results Thursday 17th August 2023
- GCSE results Thursday 24th August 2023
- Candidates will need to come in to school to collect their results (between 10am and 12pm via the main reception area). Any results not collected on the day will be posted, first class, to the candidate's home address. Please ensure your address details are correct on the school system.
- Please note that parents cannot collect results on behalf of their son or daughter unless the candidate has notified the Examinations Manager in advance and the parent brings letter of authorisation (signed by the candidate) on the collection day. Parents will also need to provide their photo id so that Centre staff can identify them. Date(s) (hard copy/electronic) provisional statements of results will be issued.
- Senior members of staff will be available on results days to discuss results and help candidates decide on any submission of enquiries.

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

Post-results services

- Requests for post-results services from internal candidates must be made through the centre examinations officer
- Candidates are informed about the deadlines, fees, and charges for these services with the results pack received on results day.
- Consent/permission from the candidate is required for any post results service. Application forms with pricing details will be in the results day information pack.
- Candidates are advised to speak with their subject teachers to help with decisions regarding post results services.

Candidates asking for reviews of marking must realise their marks can go up or down and are likely to stay the same. A very small percentage of reviews result in a change of grade. Requests for review of marking must be **requested by the candidate** and a **signature** must be obtained before this service is processed.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

- Certificates are received at the Centre early November (after the August results)
- Candidates can collect certificates from early November by visiting the school reception during normal school opening hours.
- Candidates can write a letter (signed and dated) asking for a representative to collect their certificates. The representative must bring photo id to collect a candidate's certificates.
- Once certificates are collected, they are the candidate's responsibility. Any loss or damage to certificates will have to be sorted out by contacting the exam boards directly and paying for replacements. It will not be a service the school offers.

Unclaimed certificates (after one Year) will be noted and destroyed by shredding in line with JCQ procedures.

Refer to [GR 5.14](#)

Internal appeals procedure

The centre has a comprehensive internal appeals procedure. Full details and copies can be obtained from the Examinations Officer, or you can visit the school website to obtain the same documents. Within the pack is an official form that must be completed within the stated deadlines.

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

Complaints and appeals procedure.

The centre has a comprehensive complaints and appeals procedure. Full details and copies can be obtained from the Examinations Officer, or you can visit the school website to obtain the same documents. Within the pack is an official form that must be completed within the stated deadlines.

Refer to [GR 5.8](#)

Please use this link to access/read and understand the documents listed on this page.

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

Information for candidates – coursework - 2022-2023

Information for candidates – non-examination assessments – 2022-23

Information for candidates – on screen tests – 2022-23

Information for candidates – written exams – 2022-23

JCQ Preparing to sit your exams – 2022-23

Information for candidates - Privacy Notice - 2022-23

Information for candidates – Social Media – 2022-23

Please use the following link to access read and understand the posters displayed at all Public Examinations

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

Unauthorised items poster

Warning to Candidates poster

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 Mrs Lambert/Examinations Officer by 31/03/2023.

If there is anything you do not understand, you should ask Mrs Lambert/Examinations Officer or Mr Scott/Assistant Headteacher 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 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 the above

Candidate Signature: Overwrite your signature here. Date of signature: DD / MM / YYYY