

Candidate Examination Handbook 2018/19

Introduction

Ivybridge Community 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. These documents are available on the College website: Student Life: Examinations and Revision Guidance: JCQ Important Notices for Candidates (on right hand side of screen), and should be read by all candidates.

Purpose of the Candidate Examination Handbook

- ▶ To ensure candidates are provided with all relevant information about their examinations and assessments in advance of any examinations /assessments being taken.
- ▶ To answer any questions candidates may have.

Coursework/non-examination assessments

- ▶ Candidates will be informed by their subject teacher when the assessments will take place. They will be notified of relevant deadlines and given guidance by subject teachers.
- ▶ Candidates are informed of their centre assessed marks prior to submission of marks to the awarding bodies.

Written timetabled examinations

- ▶ Candidate statements of entry (to check that personal details and examination entries are correct) are issued when entries are made to the awarding bodies (for summer examinations this will be in February), candidates should report any errors to the Exams Office immediately.
- ▶ Candidate examination timetables give candidates the date and time of all their examinations. The JCQ information for candidates is printed on the reverse of the timetable (this document is also available on the College website). Prior to the examination season starting, candidates are given a seating timetable which details where they are sitting and any revision to examination start times. These timetables should be taken care of, and not defaced in any way, as candidates may take this into the examination room to assist with finding seats.
- ▶ Candidates should also familiarise themselves with the examination room posters such as Warning to Candidates, Mobile Phone which are displayed outside all examination rooms.

Contingency day - Summer 2019

"The awarding bodies have designated Wednesday, 26 June 2019 as a 'contingency day' for

examinations.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday, 26 June 2019 should an awarding body need to invoke its contingency plan.

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

- ▶ Same subject timetable clashes are intentional for example GCSE language listening and reading papers are timetabled at the same time because it is intended these papers are taken one after the other.
- ▶ On other occasions different subject examinations may clash. The initial timetable will show two examinations timetabled at the same time, with the final seating timetable showing how the clash has been resolved.
- ▶ Depending on the length of the examination, a timetable clash within the same session will be managed by taking one paper, followed immediately or after a short supervised break by the next paper(s). Candidates will remain in the examination room and under examination conditions until the last paper is finished.
- ▶ However, if candidates are taking two or more papers timetabled in a session and the total time of the papers is more than three hours, one or more of the examinations will be conducted earlier or later in the day. Candidates will remain under supervision but will leave the examination room for their break. Information will be given to any affected candidates with seating timetables.

Where you will take your examinations

- ▶ Examinations take place in several rooms: the Sports Hall, Peverall Hall, Neil Maythorne Building Rooms N1 study area, N2.01, N2.02, N2.03 mainly but other rooms will be used.
- ▶ The candidate's seating timetable will clearly state room details and seat number.
- ▶ Desks in any large examination room will have seat number cards on the desk.
- ▶ Please ensure you sit only in your designated seat, do not sit at any other desk.
- ▶ There are lists of candidates outside examination rooms which detail seat numbers.
- ▶ In smaller rooms the invigilators will advise where you should sit.
- ▶ Please ask an invigilator if you are unsure where to sit.

What time your examinations will start and finish

- ▶ Ivybridge Community College's morning examinations start at 9.05am and afternoon examinations at 1.25pm, although there are occasionally exceptions to this, please ensure you check your final seating timetable for any changed start time.
- ▶ Candidates should arrive outside the examination room 10 to 15 minutes prior to the start of the examination.
- ▶ Candidates should remain in the examination room for the full duration of the examination.
- ▶ Wherever possible examinations will finish by 3.30pm, however if you have a long afternoon examination you may have to make alternative arrangements to get home.

Supervision during your examinations

- ▶ Examinations are supervised by a team of invigilators.
- ▶ These invigilators are employed by Ivybridge Community College to conduct the

examinations in accordance with strict rules and regulations as directed by JCQ awarding bodies.

Examination room conditions

- ▶ Candidates should wait outside the examination room until asked to enter.
- ▶ Candidates are under formal examination conditions from the moment they enter the examination room until they leave the examination room and surrounding area.
- ▶ Candidates must not communicate with other candidates
- ▶ Candidates must listen to and follow the instructions of the invigilator at all times in the examination room.

What equipment you need to bring to your examinations

- ▶ Candidates must only take into the examination room pens, pencils and other equipment needed for the examination. These may be carried in a clear pencil case or plastic bag.
- ▶ Candidates should use black pens only, pencils, coloured pencils and inks may only be used for diagrams, maps and charts unless instructions on the front of the paper state otherwise.
- ▶ Candidates must not use correcting pens or tape, erasable pens and gel pens, highlighters must not be used in answers.
- ▶ Candidates may bring their seating timetable into the room, but these should be placed under the desk in the examination.

Using calculators

- ▶ Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in examinations.
- ▶ Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

<p>Calculators must be:</p> <ul style="list-style-type: none">○ 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 formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

What you should not bring into the examination room

- ▶ Candidates must not take into the examination room any notes, potential technological/web enabled sources of information such as an iPod, **mobile phone**,

smartwatch or wrist watch which has a data storage device or MP3/4 player or similar device.

- ▶ Wrist watches must be removed and placed on the desk.
- ▶ **Possession of unauthorised material is breaking the rules, you will be subject to penalty and possible disqualification.**
- ▶ Bags and coats must be left outside the examination room, in a designated area that is cordoned off. It is recommended that valuables are left at home.

Food and drink in examination rooms

- ▶ Water in **clear** bottles may be brought into the examination room. These bottles must be free of labels.
- ▶ Food is not permitted except on medical grounds.

What to do if you arrive late for an examination

- ▶ Candidates arriving late should report immediately to an invigilator in the room, you will be escorted to your seat and wherever possible given the full time for your examination.
- ▶ If a candidate arrives more than 30 minutes late for an examination please report to the Exams Office. If other candidates are still in the examination you will be allowed to sit it, but a report has to be made to the awarding body if a candidate arrives an hour after the official start time (official start time is 9am and 1.30pm); it is then the decision of the awarding body as to whether the paper can be accepted, in many cases it is not. If the examination has already finished candidates will not be allowed to sit the paper.

What to do if you are unwell on the day of an examination

- ▶ Wherever possible candidates should attend their examinations. If a candidate is feeling ill on the day of the examination but is able to attend, we may be able to accommodate the candidate away from other students. Similarly if a candidate has an accident and breaks an arm we would arrange for a scribe to write the paper.
- ▶ If a candidate is unwell and unable to attend an examination, please notify and seek guidance from the College.
- ▶ If the candidate feels unwell during the examination, they should raise their hand and advise an invigilator. The candidate will be accompanied if there is a need to leave the room so they can return to the examination, if this is not possible we would notify the awarding body of the circumstances.

Special consideration

- ▶ **The College will apply to the awarding bodies for special consideration for a candidate who takes an examination but is disadvantaged by illness or other circumstances beyond their control or is unable to attend the examination for these reasons.**
“Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination”. Jcq A Guide to Special Consideration Processes Chapter 1.
- ▶ Where a candidate attends the examination, but is disadvantaged the awarding body may agree to a minor enhancement to the grade/mark.

- ▶ Where a candidate is unable to attend a timetabled examination for an acceptable reason, the awarding body may make an adjustment to the overall grade. This is subject to minimal requirements being met: the candidate must have completed some of the assessments for the subject award. JCQ Publication: A Guide to Special Consideration Process gives full details, please contact the Exams Office to discuss.
- ▶ It is important for us to receive documentary evidence when a candidate has been unable to sit an examination or has sat the examination but has been disadvantaged. For illness a doctor's note should be obtained if possible, or the Exams Office will send a self-certification form out for completion and return. A letter detailing other disadvantage should be provided.

What happens if you have an unauthorised absence from an examination

- ▶ If you miss a paper because you thought it was at a different time, you overslept or you missed the bus, it cannot be taken later in the day, it is an unauthorised absence, and the candidate will receive no marks for the paper.
- ▶ The College will invoice candidates for the cost of the examination if the candidate is absent without an acceptable reason.

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

- ▶ Please listen to and follow instructions from the invigilator. If candidates are required to evacuate the examination room, papers must be left on the desk and candidates must not communicate with one another or other students (under examination conditions) throughout the evacuation.

Candidates with access arrangements

- ▶ **Access arrangements are agreed before an assessment.** They allow candidates with **specific needs**, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. candidates are involved in any decisions/discussion regarding appropriate arrangements.
- ▶ Candidates are assessed before the examination season and informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply.
- ▶ The final seating timetable will have a label on it detailing the candidate's access arrangements.
- ▶ These candidates may sit their examinations in the Sports Hall or Peverall Hall, or in other circumstances may be in other rooms so that other candidates do not disturb them or their arrangement does not disturb other candidates.
- ▶ An arrangement may be put in place at the last minute if a candidate has, for example, broken their arm and need a scribe to write for them.

Alleged, suspected or actual incidents of malpractice

- ▶ Candidates are issued with Information for Candidates on the reverse of timetables, are briefed on expected conduct in examinations and a reminder of regulations is given at the beginning of examinations by the invigilators announcement.
- ▶ Breaching any of these regulations constitutes malpractice and the College will inform the awarding body of any alleged, suspected or actual incidents of malpractice. Penalties will be applied including disqualification.
- ▶ A JCQ publication Suspected Malpractice in Examinations and Assessments gives a table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates.

Results

- ▶ GCE A level and level 3 results will be issued in Peverall Hall at 9am on Thursday, 15 August 2019.
- ▶ GCSE results will be issued in Peverall Hall at 10am on Thursday, 22 August 2019.
- ▶ Candidates must collect their own results. If the candidate cannot collect their results, a letter must be received by the Exams Office before the end of the summer term authorising another person to collect results.
- ▶ Year 11 and Year 13 uncollected results will be put in the post.

Post-results services

- ▶ Examinations staff will be available to discuss urgent issues arising from your results on results days and on subsequent days, and can give advice on post results services if you want your papers reviewed or scripts returned.
- ▶ Further details on post results services will be issued with your results.

Certificates

- ▶ Examination certificates for the summer examinations are received by the College in November.
- ▶ Certificates will be available for collection from the Millennium Reception from December until March; thereafter they should be collected from the Exams Office. The College will keep the certificates for a year after issue, and may destroy them after this time in accordance with current regulations.
- ▶ The College does not usually post certificates out, however if you have difficulty in collecting them, for example have moved away please contact the Exams Office.

On behalf of all staff at the College may we wish you every success in the forthcoming examinations.