

Candidate Examination Handbook 2023

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/ exam board instructions and information for candidates. These documents are available on the College website: Curriculum and Assessment: Examinations and Revision Guidance: JCQ Important notices for candidates (on the right hand side of screen), and should be read by all candidates.

Purpose of the Candidate Examination 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 examinations and assessments in advance of any examinations /assessments being taken.
- ▶ To answer any questions candidates may have.
- ▶ To inform/signpost candidates (and where relevant parents/carers) to any examination related policies/procedures that they need to be made aware of.

Malpractice

- ▶ To maintain the integrity of qualifications, strict Regulations are in place.
- ▶ Candidates are issued with Information for Candidates by email, are briefed on expected conduct in examinations and a reminder of regulations is given at the beginning of examinations by the invigilator's announcement.
- ▶ 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 examination boards.
- ▶ 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
- ▶ The Examinations Office will be able to refer you to relevant JCQ (online) documents.

Personal Data

- ▶ To understand what information is collected and how it is used, you must read the JCQ **Information for Candidates – Privacy Notice** (this is located on the website under Curriculum and Assessment: Examinations and revision guidance: JCQ Important notices).
- ▶ The awarding bodies collect information about examination candidates.

Copyright

- ▶ The copyright of any form of work created by a candidate that is submitted to an examination board for assessment (referred to as **Assessment Materials**) belongs to the candidate.
- ▶ By submitting this work, a candidate is granting the examination board a non-exclusive, royalty-free licence to use their assessment materials (referred to as **Assessment Licence**).
- ▶ If a candidate wishes to terminate the examination board's rights for anything other than assessing his/her work, the examination board must be notified by the centre and it is at the discretion of the examination board whether or not to terminate such rights.

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 examination boards. (Please refer to the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre assessed marks - a copy of the Internal Appeals Policy is available from the Exams Office.)

Written timetabled examinations

- ▶ Candidate timetables will be issued by email with the 'Instructions to Candidates' document.
- ▶ Candidate examination timetables which give candidates the date and time of all their examinations are distributed in February and should be checked by students – any errors should be reported to the Examinations Office immediately. Prior to the examination season starting candidates are given a seating timetable which details where they are sitting and any changes 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 notices displayed outside all examination rooms: Warning to Candidates and Unauthorised Items.

Contingency Days - Summer 2023

The examination boards have designated Wednesday, 28 June 2023 as a 'contingency day' for examinations, also half day contingencies are in place for Thursday 8th June 2023 and Thursday 15th June 2023.

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 examination boards' standard contingency planning for examinations.

Should an examination board have to reschedule exams up to and including this date, candidates would be expected to make themselves available.

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, 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 for a break before taking the second paper. 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, H1.07, H1.07A, Studio 1, Neil Maythorne Study Area (N1), and the Bungalow. Other rooms will be used including the Watermark, Ivybridge for some A Level examinations.
- ▶ The candidate's seating timetable will clearly state room details and seat number.
- ▶ Desks in any large examination room 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 9.10 am and afternoon examinations usually at 1.00 pm, although there are some exceptions to this, please ensure you check your final seating timetable or any changes start times.
- ▶ The JCQ examination boards published start times are 9.00am and 1.30pm; centres are permitted to start examinations up to half an hour before or after these published start times.
- ▶ Candidates should arrive outside their examination room 10/15 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 3.15pm, 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 examination boards.

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 have left 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.
- ▶ Candidates must not open the question paper until the exam begins.

How your identity is confirmed in the exam room

- ▶ Candidates must bring their school lanyard with the photo ID card and place this on their desk.
- ▶ The invigilators will establish the identity of all candidates sitting the examination and complete an attendance register.

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, fluid 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 during the examination.

Using calculators

- ▶ Candidates must be aware of JCQ examination board instructions regarding the use of calculators in examinations.
- ▶ Candidates may use a calculator in an examination unless prohibited by the examination board'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.
- ▶ **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 on 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.

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, wrist watch or MP3/4 player or similar device.**
- ▶ **Possession of unauthorised items is malpractice and will be reported to the examination boards which may result in 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 Reception and will be escorted to the examination room and wherever possible given the full time for the examination.
- ▶ If a candidate arrives more than 30 minutes late for an examination and other candidates are still in the examination, they will be allowed to sit it. However, if a candidate arrives an hour after the official start time (official start times are 9.00am and 1.30pm), it is then the decision of the examination board 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 examination board of the circumstances.

Special consideration

- ▶ **The College will apply to the examination boards 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 go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination”. JCQ A Guide to Special Consideration Processes Ch1

- ▶ Where a candidate attends the examination, but is disadvantaged the examination board may agree to a minor enhancement to the grade/mark.
- ▶ Where a candidate is unable to attend the timetabled examination for an acceptable reason, the examination board 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 Processes gives full details, please contact the Examinations 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 Examinations Office will send a self-certification form out for completion and return. A letter detailing other disadvantages 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, answer booklets should be closed and students must remain under examination conditions i.e. not communicating with each other, 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.
- ▶ These candidates may sit their examinations in the Sports 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 needs a scribe to write for them.

Results

- ▶ GCE A Level and Level 3 results will be issued on Thursday, 17 August 2023
- ▶ GCSE results will be issued on Thursday, 24 August 2023.

Post-results services

- ▶ Examinations staff will be available to discuss urgent issues arising from your results on results day and on subsequent days. They can give advice on post-results services if you would like 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 or may be posted. The College will keep any certificates that cannot be distributed for a year after issue, and may destroy them after this time in accordance with current regulations.

Internal appeals procedures

- ▶ The College's internal appeals procedure relating to internal assessment decisions is available from the Examinations Office.

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