



Candidate
exam
handbook

2024/25

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Introduction

The purpose of this booklet is to guide you through the exam and assessment process and answer any questions you may have.

Information you will receive about your exams and assessments

There can be a number of exam seasons throughout the year, with the main season being Summer (May to June) depending on the qualifications available. You will receive a timetable of any exams you have been entered for.



Information about coursework/controlled assessment

Throughout the year you may be required to undertake coursework and controlled assessments. These will be sent to a moderator for marking and count towards your final grade. More information can be found at the back of this handbook.

Where you will take your exams

All exams take place in the school classrooms, you will be notified, prior to your exam, which room you should go to and at what time.

What time your exams will start

The published start time for examinations is 9am for a morning exam and 1.30pm for an afternoon exam. Occasionally we may alter the time, but you will be notified in advance.



Supervision during your exams

During exams staff act as Invigilators. An invigilator has a key role in upholding the integrity of the external exam.

The role of the invigilator is to ensure that the exam is conducted according to regulations. They must:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the exam before, during and after the exam;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.
- Be able to observe each candidate in the exam room at all times;



They must not

- Assist the candidates in any way

Quiet Please



Genius @ Work!

Exam conditions

Candidates must only enter the exam room when told to do so by an invigilator or the Exams Officer. You will be under exam conditions from the moment you enter the exam room until you are given permission to leave. You must listen to and follow the instructions at all times in the exam room, and must not communicate with other candidates.

Where you will sit in the exam room

The invigilators will show you where to sit and you will have a candidate slip on your desk with your personal details on.

What equipment you need to bring to your exams

Candidates are not required to bring any equipment into the exam room. It will all be provided.

What you should not bring into the exam room

Certain items are not permitted in the exam room and failure to hand them in could lead to disqualification. Check out the poster at the back of this handbook.



What you should wear for your exams

You must wear your full uniform for all exams.



What to do if you arrive late for an exam

If you arrive late for an exam you may not be able to sit it. The awarding body will be notified and may not accept your exam script.

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

Your parent/carer should notify the school as soon as possible.

Contingency sessions – Summer 2025

Examination contingency days for the Summer 2025 season are:

Wednesday 11th June (PM) and

Wednesday 25th June (AM and PM)

What will happen in the event of an emergency in the exam room

In the event of an emergency evacuation, you will be asked to leave all possessions and the exam scripts on the desk and follow the invigilators. You must remember that you are still under exam conditions and must not communicate with each other or anybody else. Upon returning to the exam room your time will recommence to ensure you have the full working time set.



Malpractice and the penalties imposed

If a candidate is suspected of malpractice they may be removed from the exam room. The awarding body will be informed and may disqualify them. The invigilator will record what has happened and report to the EO/Head of Centre immediately. More information about malpractice can be found at the back of this booklet.

Access arrangements for exams

Prior to being entered for any examinations you will be assessed to see if you require any assistance during exams. Some students may need help with reading or writing and if so, an application is submitted to JCQ. If you have an arrangement for a reader and/or a scribe a member of staff will work specifically with you during the exam. You will also be given a memory aid prior to the exam starting explaining exactly what you can ask them to do.



A brief explanation of our main arrangements are below.

The rules for staff acting as a reader

- **may** help a vision impaired candidate retrieve information found in diagrams, graphs, maps and tables so that he/she has access to the same visual information as a sighted candidate. The candidate must make clear what help he/she requires;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty-six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- **may** decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement to access the assessment, reflecting the candidate's current and normal way of working within the centre;
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given;
- **may** read back, when requested, what the candidate has written without any emphasis on any errors;
- **must** read accurately;
- **must** have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;
- **must** only read the instructions of the question paper and questions, and must not explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must** only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **must not** decode any symbols in a Music examination

The rules for staff acting as a scribe



- **must** type or write accurately, and at a reasonable speed, what the candidate has said;
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded

Prompter

Staff may be asked to act as a prompter for a candidate where they persistently lose concentration or have little or no sense of time. In these instances, they will be required to keep the candidate focussed on the need to answer a question and then move onto answering the next. They must not give any factual help to the candidate.

Results day



You will receive a letter from school confirming the date and time you will be able to obtain your results. On results days there will always be a senior member of staff available to talk to. You can find information about Post Results Services in this handbook.

Certificates

Once certificates arrive in school they will be posted to you by first class post and will require a signature upon delivery. It is important that you let us know if you change your address, even if you have left the school. Certificates cannot be replaced, so you must ensure you keep them safe.

Policies & Procedures

Below is a list of all the relevant policies which can be found on our website:

- Policy on the use of a Word Processor in examinations
- Malpractice policy
- Policy regarding the management of GCSE and GCSE non-examination assessments
- Internal Appeals Procedures
- Data Protection Policy
- Written complaints Policy

Other policies are available upon request.

You can view the awarding body privacy notice on their website i.e. AQA, Pearson and OCR.

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the slip below and return to the Exams Officer/Reception.

If there is anything you don't understand, you should ask your teacher for clarification.

Tear off this section and return to the Exams Officer/Reception

NAME: _____

I have read the contents.

I understand (tick all the boxes that apply)

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What my personal data is used for by awarding bodies
- Copyright

Candidate signature: _____ Date: _____

Please see website 'Exams section' for the following documents:

Information for candidates - coursework

Information for candidates – non-examination assessments

JCQ Information for candidates – on-screen tests

Information for candidates – written exams

Information for candidates – social media

Preparing to sit your exams

Unauthorised items poster

Warning to candidates poster

AI poster for students