



# **Candidate exam handbook**

## **2023/24**

### **Centre Number 37553**

Produced/reviewed by

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Date of next  
review

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## Contents

Introduction.....	3
Purpose of the candidate exam handbook .....	3
Contact details .....	3
Examination Boards.....	3
Dates .....	3
In advance of your Examinations .....	3
Statement of Entry: .....	3
Timetables .....	4
Examination Clashes .....	4
Non- Examination Assessment.....	4
Examination Days.....	4
Equipment.....	4
Calculators .....	5
Malpractice .....	5
Items in the Exam room .....	6
Food and Drink.....	6
Medication .....	6
Attendance at Examinations .....	6
Late arrivals.....	6
In the examination room.....	7
Exam room .....	7
Where you will sit in the exam room.....	7
Where your personal belongings will be stored during your exam.....	7
What happens if you become ill during the exam or need to leave the room .....	7
Candidate Absence.....	8
Results.....	8
Post-results services.....	8
Certificates.....	8
Appendices.....	9
Appendix 1 .....	9
Information for candidates for written examinations .....	9
Appendix 2 .....	9
Warning to Candidates Poster .....	9
Appendix 3 .....	9
Unauthorised items Poster.....	9

## Introduction

Shelley College is committed to ensuring that candidates are fully briefed on the exam 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 the candidate exam handbook

This handbook aims to advise you on the information you need to know about your examinations. The exam boards have very strict rules and regulations which must be followed for the conduct of examinations and Shelley College is required to follow them precisely.

## Contact details

The school telephone number is: 01484 868777

Email for the Exams officer: [shelley.exams@sharemat.co.uk](mailto:shelley.exams@sharemat.co.uk)

Examinations Officer: Mrs E Thompson

Head of Centre: Mr D Wadsworth

SENDCo: Ms R Smallridge

## Examination Boards

Shelley College uses the following exam boards:

- OCR - <https://ocr.org.uk/>
- AQA - <https://www.aqa.org.uk/>
- Pearson/Edexcel - <https://qualifications.pearson.com/en/home.html>
- WJEC - [Welcome to the WJEC homepage](#)

## Dates

The summer exam series runs from Monday 9<sup>th</sup> May – Tuesday 25<sup>th</sup> June.

### Summer 2024

- Contingency Days – Thursday 6<sup>th</sup> June (pm), Thursday 13<sup>th</sup> June (pm) and Wednesday 26<sup>th</sup> June 2023
- GCE AS and A-level results – Thursday 15<sup>th</sup> August 2023
- GCSE results - Thursday 22<sup>nd</sup> August 2023

## In advance of your Examinations

### Statement of Entry:

- Please check that you have been entered for the correct exams and correct Tier (Maths & MFL)
- You must check that your personal details are correct so that the correct details appear on your certificates (date of birth, spelling of names)
- It is a requirement that your registered legal name be used
- Contact the Exams Officer if anything needs correcting as soon as possible

## **Timetables**

Make sure you know the dates and times of your examinations. If you miss a Public Examination, you cannot take that paper at another time. Your timetable is your proof that you have been entered for an exam. If you notice any errors, please contact the Exams Officer immediately.

Unless notified otherwise:

- Morning exams start at 9.00am
- Afternoon exams start at 1.00pm

## **Examination Clashes**

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

The Exams Officer will have already identified this and will be planning how to resolve the clash for you. Typical arrangements will be:

- False clash – where the boards schedule two papers in the same subject to be taken together – for example MFL Listening and Reading, religious studies.
- Back to Back Clash – where there are two different subjects scheduled at the same time with a total time of up to three hours. These will be held in the same session.
- Session change – where there are two different subjects and the total time is greater than three hours one subject may be moved to the other session on the same day

You will receive written notification of the arrangements and you may be asked to make an appointment to see the Exams Officer to discuss.

## **Non- Examination Assessment**

NEA's are assessments which take place outside of the written examination series

They include:

- Language Orals
- Practical units: Food, Design and Technology Art
- Performance: Music, Drama, PE, sport, Dance

Shelley College will notify you of your examination entries and the dates and times of your examinations/assessments. You will be told if your work will be marked by your teacher or by the exam board. If your teacher has marked your work, you have the right to request a breakdown of the marks and to appeal the mark given if you feel that the specification assessment criteria has not been applied fairly. You will be given a schedule of the deadlines for enquires and who to address your questions to.

## **Examination Days**

### **Equipment**

Make sure you all have your own equipment. In an emergency, it may be possible to borrow limited items from the invigilators. Your pencil case must be clear, and all contents must always be visible to the invigilator. You must bring the following with you:

- minimum of 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Eraser

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator (without the lid)

Pens should be black ballpoint or ink pen. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

### Calculators

Check with your teacher well in advance of the examination date that yours conforms to regulations. Calculators with a memory function should be cleared before entering the exam room.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

### Malpractice

You are encouraged to read the 'Information for candidates' which is shown the end of this handbook. Please note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the exam board.

JCQ provides information regarding what constitutes malpractice, the following is not an exhaustive list and other instances of malpractice may be identified and considered by the awarding bodies at their discretion:

- 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
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)

## Items in the Exam room

### Food and Drink

No food is to be taken into the exam room unless prior arrangements have been made.

Water bottles are permitted and **MUST** be clear and have a spill proof lid. There must be no labelling or writing on the bottle.

### Medication

This should be clearly labelled with your name and candidate number and handed to the invigilator before the start of the exam

## Attendance at Examinations

You are responsible for checking your timetable and arriving at school on the day and at the correct time

- You must be wearing full uniform
- 6<sup>th</sup> form candidates must be wearing their ID badge or will be refused entry to the examination.
- 6<sup>th</sup> form candidates are not permitted to wear hoodies and will be asked to remove them.
- You must have the correct equipment
- You must arrive 20 minutes prior to the start of the exam and register in the normal location (Year 11 Social Area). Line up and wait until you are invited to enter the exam room.

## Late arrivals

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely up to the discretion of the head of centre. If you are permitted to sit the examination, then the exam board will be informed and they will decide whether to accept the script.

A candidate will be considered very late if he/she arrives:

- a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

If you are likely to be late you must:

1. Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival.
2. If you arrive before the scheduled start time of the examination go immediately to the Examination Room.
3. If you arrive at, or after the scheduled start time of the examination please wait in reception and you will be met and escorted to the examination room. If you are travelling with parents/carers, please ask them to stay with you until you are met. Please do not use your mobile phone after the scheduled start time for the examination.

## **In the examination room**

- You must enter the examination room in silence.
- Do not write **anything** on your examination paper until instructed to do so.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper, and tier of entry
- Read all instructions carefully
- If a subject has a choice of questions, ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- Your registered legal name must be used on your examination papers.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so stop writing immediately.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room/building.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working. Please be aware that other rooms may be in use and be silent.

## **Exam room**

### **Where you will sit in the exam room**

One week before your examination a seating plan will be posted in the Year 11 social area, Pastoral office and dining room. A copy will also be placed in the altitude building for 6th form students. This seating plan is subject to change so it is important that you check your seat number and room on the morning of your exam.

### **Where your personal belongings will be stored during your exam**

Bags, coats, unauthorised materials including switched off mobile phones will be stored in a locked room (year 11 social area) outside of the main exam hall. All students bags must be left in the Year 11 social area including students with access arrangements.

### **What happens if you become ill during the exam or need to leave the room**

Toilet breaks are permitted but please ensure you go before you enter the room. Unless there is a genuine situation then toilet breaks will not be permitted within the first 1 hour or the last 15 minutes of the exam. You will lose any time that you take.

If you feel unwell during the exam, raise your hand and an Invigilator will help. If you need to leave the room, you will be escorted by the Invigilator. You will receive the full time when you return to the room.

## **Candidate Absence**

If you are unable to attend an exam it is essential you telephone the school first thing in the morning. Please do not leave a message on the school answer machine as this may not be collected until after the start of your examination. Please speak directly with reception or email [shelley.exams@sharemat.co.uk](mailto:shelley.exams@sharemat.co.uk)

You must provide the Exams Officer with a note from your doctor detailing the reason for non-attendance as there may be an opportunity to apply for special consideration to the exam board. It may be possible for the exam board to consider all marks achieved and will sometimes enable them to adjust the mark and grade accordingly.

If you feel you are still able to attend but are not feeling 100% then we can assess the situation and move you to a different seating location. It is always better to attempt the exam if you can.

## **Results**

Exam results are issued during the second and third week of August. These results are 'provisional' and is not your final certificate. Under normal arrangements, you are invited to come into school from 9.00 am to receive your Statement of Results. Teaching and pastoral staff will be available to offer support and guidance. The dates and arrangements are published on the [School website](#) All uncollected statement of results are sent out in the post first class on results day.

If you know you will not be available to collect your own statement of results, then please provide

- A written letter of consent detailing who will collect your results on your behalf. The person collecting will be required to show their ID and the copy of the consent letter.

## **Post-results services**

Details of the services available will be available on the [School website](#) this includes access to scripts, reviews of results and appeals procedures. Here you will be informed about the deadlines, fees, and charges for the services. Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided if you are no longer a student at Shelley College. If you wish to understand your results or have a question about your results, then please contact your subject teacher in the first instance.

## **Certificates**

GCE AS/A-level- collection dates will be shared along with your statement of results slip. This is generally in the last week of term before Christmas.

GCSE -. We will invite you to attend a formal presentation event.

Certificates are not released prior to the pre-arranged dates.

Certificates not collected are retained for 24 months and can be collected by candidates or their pre-authorized representative. After this time, you will need to contact the awarding body to purchase a replacement, this will be at your own expense.



## **Appendices**

### **Appendix 1**

#### **Information for candidates for written examinations**

To access the online copy click [here](#)

### **Appendix 2**

#### **Warning to Candidates Poster**

To access the online copy, click [here](#)

### **Appendix 3**

#### **Unauthorised items Poster**

To access the online copy, click [here](#)

### **Appendix 4**

#### **Using Social Media**

To access the online copy, click [here](#)

### **Appendix 5**

#### **JCQ Preparing to sit your exams**

To access the online copy click [here](#)