This handbook is reviewed and updated annually

Produced/reviewed by
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# Contents

- Introduction .................................................................................................................. 3
- Purpose of the candidate exam handbook .................................................................. 3
- Written timetabled exams ............................................................................................. 3
- Contingency day - Summer 2019 .................................................................................... 3
- On-screen tests ............................................................................................................... 3
- What to do if you identify you have two or more exam papers timetabled at the same time .... 3
- Where you will take your exams .................................................................................... 3
- What time your exams will start and finish ................................................................... 3
- Supervision during your exams ...................................................................................... 4
- Exam room conditions .................................................................................................. 4
- Where you will sit in the exam room ............................................................................. 4
- What equipment you need to bring to your exams ......................................................... 4
- What you should not bring into the exam room ........................................................... 4
- Food and drink in exam rooms ..................................................................................... 4
- What you should wear for your exams ......................................................................... 4
- Where your personal belongings will be stored during your exam ............................... 5
- What to do if you arrive late for an exam ...................................................................... 5
- What to do if you are unwell on the day of an exam ..................................................... 5
- What happens if you have an unauthorised absence from an exam ............................. 5
- What happens in the event of an emergency in the exam room ................................. 5
- Candidates with access arrangements ....................................................................... 5
- Alleged, suspected or actual incidents of malpractice .................................................. 5
- Results ............................................................................................................................ 6
- Post-results services .................................................................................................... 6
- Certificates ...................................................................................................................... 6
- Internal appeals procedures .......................................................................................... 6
- Complaints and appeals procedure .............................................................................. 6
- Appendix 1 .................................................................................................................... 6
  - JCQ Information for candidates – written exams ....................................................... 6
- Appendix 2 .................................................................................................................... 7
  - JCQ Information for candidates – Privacy Notice ...................................................... 7
- Appendix 3 .................................................................................................................... 9
  - JCQ Information for candidates – social media ......................................................... 9
- Appendix 4 .................................................................................................................... 10
  - JCQ No Mobile Phones poster .................................................................................. 10
- Appendix 5 .................................................................................................................... 11
  - JCQ Warning to Candidates poster .......................................................................... 11
Introduction

Hameldon Community 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 and awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

- To complement the candidate briefing session/assembly
- 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 posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have etc.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre’s website for example emergency evacuation policy (exams), internal appeals procedures, etc.

Written timetabled exams

- Candidate statement of entry will be provided for all your external examinations.
- These must be checked by you and your parent/guardian to confirm that you are entered for the correct examinations. That your name and date of birth are both correct. If there are any errors you must contact Miss Blakeley by the deadline given. Any changes after this date may result in a charge from the examination board made to the candidate.
- You will be issued with a candidate exam timetable for the summer exams. Please check this includes all the examinations you are sitting.
- The JCQ information for candidates documents – written examination, social media are attached as appendices and included on the school web site.
- Exam room posters – Warning to candidates and Mobile Phone are positioned outside all examination rooms

Contingency day - Summer 2019

- All students must be available for examinations on Wednesday 26th June – this is the nationally chosen day.

On-screen tests

- Further information will be supplied if this is applicable.

What to do if you identify you have two or more exam papers timetabled at the same time

- Further information will be supplied if this is applicable.

Where you will take your exams

- Students will normally be in U20 or U19 for most students this will be the same as your mock examinations.

What time your exams will start and finish

- Morning examinations start at 9am. You will need to meet in U14 at 8.45am.
- You will attend exam preparations slots prior to examinations. Morning exams this is 8.15am.
Afternoon examinations start at 1.30pm. You will meet in U14 at 1.15pm

You will be advised if an exam preparation slot is in place and the time of this.

Supervision during your exams

- Exams are supervised by a team of invigilators.
- The invigilators will normally be a mix of external staff and Hameldon staff.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and examination awarding bodies etc.

Exam room conditions

- When your name is called out to go to the exam room, you must not talk but quickly and quietly go to your seat in the exam room.
- You are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- You must listen to and follow the instructions of the invigilator at all times in the exam room
- You must not communicate with other candidates
- Displayed in the exam room will be your centre number, centre number, subject title, paper number; and the actual starting and finishing times, and date, of the exam
- You will be given any relevant information to the completed the front of your answer books.
- You must not complete the front of the booklet until instructed to do so by the invigilator
- You will be given relevant information regarding the use of answer sheets/answer books etc.

Where you will sit in the exam room

- Most of you will be seated in order of your examination number.
- These seats may be different from the seat you had for the mock exams and can change depending upon the exam you are taking.

What equipment you need to bring to your exams

School will provide all equipment including calculators

What you should not bring into the exam room

- Notes, books, papers, iPods, mobile phones and smartwatches
- Pencil cases, calculators, glasses cases, drinks, food in wrappers.
- Wrist watches must be taken off and placed at the front of the desk.

If you have any unauthorised items on your possession in the exam room, you could be disqualified from ALL your examinations.

Food and drink in exam rooms

- A bottle of water will be supplied for the examination. You cannot bring your own drink into the exam room.
- You can bring into the exam unwrapped sweets; these should be in a clear plastic tub or clear plastic bag. The box or bag must not have any writing on it and will be checked by the invigilator.

What you should wear for your exams

- Full school uniform must be warn for your examinations
Where your personal belongings will be stored during your exam

- Any personal belongings in school should be left in U14, which will be locked during the exam.

What to do if you arrive late for an exam

- To ensure you DO NOT arrive late for your examination you are required to attend the warm-up session provided for a morning exam this starts at 8.15am.
- If you are late for examination, you must arrive as quickly as possible. Your arrival time will be logged. The college will endeavour to allow you to complete the full examination.
- If you have a problem attending an examination contact the college immediately.
- If you arrive very late (e.g. an hour after the exam start time, after the exam has ended for other students) the college will advise the awarding board/JCQ they will require reason the you arrived late, the actual starting and finishing times of the examination; the time you started the examination and the time the candidate finished the examination.
- Please note the awarding body may not accept your paper.

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

- Even if you are unwell you must try to attend an examination as non-attendance will mean you will achieve zero on a paper. If you are feeling unwell advise Miss Blakeley, Mr Tolson or Mr Burbery as soon as you arrive in the college.
- If you are unable to attend an examination your parent/carer must contact school by 8.30am in a morning and by 12.30pm in an afternoon. A doctor’s note will be required. The school maybe able to apply for special consideration but would require the doctor’s note and this is not guaranteed. Even if special consideration is accepted your final GCSE grade will be affected as it is not possible to take an external examination at a later date.
- If you are feeling unwell during the examination advise the invigilator.

What happens if you have an unauthorised absence from an exam

- Following an unauthorised absence the school will issue an invoice for the examination fee.

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

- In the event of the fire alarm or lock down siren sounding. Stay seated, do not talk and follow all staff instructions in silence.

Candidates with access arrangements

- Normally your exams will be in U19.
- You will have been advised of your access arrangements and will be reminded on the day what these are.
- If you are entitled to a reader you will be given information advising you what the reader is allowed to do and say. They CANNOT explain questions to you.
- If you are entitled to a laptop, information about how to use this will be provided.

Alleged, suspected or actual incidents of malpractice

1. The college will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation;
2. The college will investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2018 to 31 August 2019 and provide such
information and advice as the awarding body may reasonably require.

Examples of offences include: taking banned items into the exam room; using a calculator when not authorised; disruptive behaviour e.g. turning round, shouting out, talking – when the exam room including before and after the exam; continuing to write when advised to stop; inappropriate drawings or words on your exam paper. For a full list see the JCQ website or ask Miss Blakeley.

Possible penalties decided by the awarding bodies includes the list below:

<table>
<thead>
<tr>
<th>Standard penalties:</th>
<th></th>
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<tbody>
<tr>
<td>1 warning;</td>
<td>6 disqualification from all units in one or more qualifications taken in the series;</td>
</tr>
<tr>
<td>2 loss of marks gained for a section;</td>
<td>7 disqualification from the whole qualification;</td>
</tr>
<tr>
<td>3 loss of all the marks gained for a component;</td>
<td>8 disqualification from all qualifications taken in that series;</td>
</tr>
<tr>
<td>4 loss of all the marks gained for a unit;</td>
<td>9 barred from entering for examinations for a set period of time.</td>
</tr>
<tr>
<td>5 disqualification from the unit;</td>
<td></td>
</tr>
</tbody>
</table>

Results

- January 2019 Series: Creative I-Media – results for the exam and RO82 (50%) will be provided to students 7th March 2019
- June 2019 Series: Results can be collected from Hameldon Community College reception Thursday 22nd August at 9am-10.30am. Senior members of staff will be available during these times.
- Any results not collected on Thursday 22nd August from Hameldon Community College reception 9am-10.30am will be posted out to the address held on file.
- Parents/guardians must ensure that the college has the most up to date postal address.

Post-results services

There are two services that are offered to students as part of a Reviews of Results
- 1. Clerical re-check
- 2. Review of marking

Further information is included in the Internal Appeals Procedures 2018/19 on the school website.

Certificates

- Further information about the collection of exam certificates will be given out on GCSE Results Day – Thursday 22nd August

Internal appeals procedures

- A copy of the internal appeals procedure is available from the school office and on the school website. Students will be made aware of the policy.

Complaints and appeals procedure

- A copy of the complaints and appeals procedure is available from the school office and on the school website. Students and parents will be made aware of the policy.

Appendix 1

JCQ Information for candidates – written exams

See the next page
Appendix 2

JCQ Information for candidates – Privacy Notice

You must read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate’s examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates’ personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates’ work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate’s personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates’ personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate’s Unique Learner Number (ULN) and update/check a candidate’s Personal Learning Record.

The Skills Funding Agency may share a candidate’s ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate’s school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:
http://www.learningrecordsservice.org.uk/

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body’s data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all ‘data controllers’ under the Data Protection Act 1998. They will determine the purpose(s) for which ‘personal data’ (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.
JCQ Information for candidates – social media

You must read this information to help you stay within examination/assessment regulations when using social media.

This document has been written to help you stay within examination regulations.
Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you’re studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We’d like to ask you to act responsibly when discussing online. If you’re in doubt about what you can and can’t discuss online regarding your exams, it’s always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report this matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following constitute malpractice:

• copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
• collusion: working collaboratively with other candidates beyond what is permitted;
• allowing others to help produce your work or helping others with theirs;
• being in possession of confidential assessment related information in advance of the examination;
• exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if not attempting to);
• failing to report to your centre assessment related information being shared online; or
• passing on rumours of exam content.

Penalties that awarding bodies apply include:

• a written warning;
• the loss of marks for a section, component or unit;
• disqualification from a unit, all units or qualifications; or
• a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
http://www.jcq.org.uk/exams-office/information-for-candidates-documents

JCQ 2018 – Effective from 1 September 2018
JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You must note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in DISQUALIFICATION from your examination and your overall qualification.”
JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

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**Warning to Candidates**

1. You **must** be on time for all your examinations.

2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.

3. You **must not**:
   - sit an examination in the name of another candidate;
   - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

6. You **must** follow the instructions of the invigilator.

7. If you are in any doubt speak to the invigilator.

*The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.*

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