

CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

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Introduction

Shipston High 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.

Purpose of this handbook

- To support/complement candidate assemblies:
- To inform candidates about:
 - Malpractice in examinations/assessments
 - The use of their personal data and copyright
 - All relevant information about their exams and assessments in advance
 - JCQ regulations and information, including student posters
 - Any exams related policies/procedures they need to be aware of.

Malpractice

Candidates must be aware of what malpractice is and the possible consequences.

- 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 awarding body/bodies.
- Please refer to the school's website for further information regarding:
 - JCQ – Suspected Malpractice Policies and Procedures
 - Social Media – Things not to do – Social Media Infographic
 - Research and using references – Coursework Assessments
 - AI & Assessments – see appendix 4

Personal data

The centre will provide relevant personal data including name, date of birth, and gender to the awarding bodies for the purpose of examining and awarding qualifications.

Please refer to the school's website: Privacy Notice for Candidates (see appendix 1)

Coursework assessments/non-examination assessments

You **must** read Non-Examination Assessments & Coursework Assessments on the school's website if you are undertaking qualifications that contain elements of coursework assessment (see appendix 1)

Written timetabled exams

Candidates will be provided with a statement of entry to check that personal details and exam entries are correct. Candidates must inform the Exam Manager if any of the details are incorrect.

Shipston High will notify candidates of their examination entries and the dates and times of their examinations. Timetables will be provided to the candidates.

Candidates must be aware of the content of the JCQ Unauthorised Items and Warning to Candidates Posters. These posters will be displayed outside every examination rooms (see appendix 2 & 3).

Candidates should also refer to Information for Candidates on the website (see appendix 1).

Contingency sessions - Summer 2025

The awarding bodies will designate 'contingency sessions' for examinations, summer 2025. The designation of these sessions within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

- Contingency afternoon session – 11th June 2025
- Contingency day – 25th June 2025

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

Candidates with a timetable clash will be contacted by the Exam Manager and all procedures will be explained. Candidates will be supervised at all times by an invigilator.

Where will you take your exams

Most candidates will sit their exams in the school gym. Candidates with certain access arrangements will be roomed in other areas of the school building.

What time your exams will start and finish

The awarding bodies' published starting time for all examinations is 9:00am and 13:30pm for all afternoon examinations. You should arrive at least 15 minutes before the start of the published examination time.

Supervision during your exams

Exams are supervised by a team of external invigilators (internal invigilators may be used during busy exam sessions).

All invigilators have been trained and must follow strict rules and regulations when conducting exams as directed by JCQ.

Exam room conditions

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s), until the point they are permitted to leave.

Candidates must not talk to, or attempt to communicate with, or disturb other candidates once they have entered the examination room.

Candidates must listen to and follow the instructions of the invigilator at all times.

Candidates must listen to the invigilators' announcement carefully and complete the relevant actions when requested.

Candidates must not open the questions paper until the examination begins.

If candidates breach any of the above conditions, this will be reported to the relevant awarding body.

Where you will sit in the exam room

Candidates will sit in a predetermined seat.

How your identity is confirmed in the exam room

A slip will be on your exam table with your candidate number, exam name, location and seat number.

What equipment you need to bring to your exams

Candidates should come fully prepared for each exam with:

- A see-through plastic pencil case
- Black pens, pencils, rulers, calculator, protractor and compass
- Any drinks bottles must be transparent with all labels removed (**not coloured**)

Use the JCQ on Your Exam Day checklist to help you prepare. (see appendix 5)

Using calculators

Instructions on the questions paper will say whether a calculator is allowed or not.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

A calculator must not be able to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Should not contain any pre-stored information

What you must not bring into the exam room

Candidates must not be in possession of the following items:

- AirPods
- Earphones/earbuds
- iPods
- mobile phones
- MP3/4 players or similar devices
- Watches
- Smart glasses
- Any other smart devices

This means that:

- all unauthorised items are left outside of the examination room
- any pencil cases taken into the examination room must be see-through
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

What you should wear for your exams

Candidates should wear their normal school uniform.

Where your personal belongings will be stored during your exam

Candidates should store their personal belongings in the Annexe.

What to do if you arrive late for your exam

Candidates who arrive late for the start of their exam may be allowed to enter the examination room and sit the exam. This is at the discretion of the centre.

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

Candidates or their parent/carer should contact the centre as soon as possible via the absence line or EduLink. The Exam Manager will contact you as soon as possible to discuss the situation.

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

Invigilators are trained to deal with any situation that may arise. Please follow their instructions.

Candidates with access arrangements/reasonable adjustments

Candidates will work closely with the SENCo and be fully informed of any access arrangements that are put in place for them.

Documents that can be located on our website:

<https://shipstonhigh.co.uk/information/year-11>

JCQ Privacy Notice for Candidates

JCQ Information for Candidates – written examinations

JCQ Information for Candidates – social media infographic

JCQ Information for Candidates – preparing for exams

JCQ Information for Candidates – non-examination assessments

JCQ Information for Candidates – coursework assessments

JCQ Malpractice Information

JCQ Unauthorised Items Poster

This poster will be displayed outside each exam room. You **must** that the '*Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*



This poster must be displayed in a prominent place outside each examination room.

JCQ Warning to Candidates Poster

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

Warning to candidates



1

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

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

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

4

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

5

You **must not** sit an examination in the name of another candidate.

6

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

7

If you are confused about anything, only speak to an 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.

JCQ AI and Assessments Posters for Students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.



AI and Assessments

A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?

Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work.

Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

JCQ On your exam day poster



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not** acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer. ?

You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024