

# CANDIDATE EXAM HANDBOOK

## 2024/25

This handbook is reviewed and updated annually

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## Introduction

Enfield Grammar School 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 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 exams and assessments in advance of any exams/assessments being taken*
- *To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken*
- *To answer questions candidates may have etc.*
- *To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of*

## Malpractice

- *To maintain the integrity of qualifications, strict Regulations are in place*
- *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*
- *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*

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to relevant [Information for candidates](#), such as social media, as example:

### **Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

and/or non-examination assessments and coursework, as example:

### **Research and using references**

...Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously...

You may also want to make reference to your centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

## Personal data

- *The awarding bodies collect information about exam candidates*
- *To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (insert where this is located...)*

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

## Copyright

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

Refer to [GR 6](#)

## Coursework assessments/non-examination assessments

- *Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *When assessments will take place*
- *How candidates are informed about their assessments*
- *Any relevant deadlines that must be met (dependent on the assessment type)*
- *How work is marked/assessed etc.*
- *When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)*
- *Which NEA work is externally marked/assessed etc.*

Refer to [Instructions for conducting non-examination assessments](#), (Foreword) and [Information for candidates documents](#)

The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. ([GR 5.8](#)))

## Written timetabled exams

- *Candidate statement of entry (to check that personal details and exam entries are correct)*
- *What to do if this information is incorrect*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.*
- *The JCQ information for candidates documents – written examinations, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*

Refer to [GR 5.8](#)

## On-screen tests

*(refer to the JCQ information for candidates document– on-screen tests)*

Refer to [Information for candidates – on-screen tests](#)

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

Make sure Exam Officer is aware

- *How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)*
- *How a timetable clash over exam sessions will be managed and the centre supervision arrangements that will be put in place, etc.*
- *Provide a definition of 'formal examination conditions' and 'centre supervision'*

Refer to [ICE 7](#)

## Where you will take your exams

Sports Hall, 6<sup>th</sup> Form and small rooms for SENCo

## What time your exams will start and finish

- *Your centre's start times – Morning 9am and Afternoon 1.30pm*
- *Candidates must remain in exam rooms until instructed to leave.*

## Supervision during your exams

- *Exams are supervised by a team of invigilators which are external staff*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and the school policies*

## Exam room conditions

- *Candidates are invited or escorted into the exam room by Senior Leadership Team*
- *Candidates are under strict exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator*
- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room*
- *Candidates must NOT touch the exam paper on their table until instructed by the Invigilator*
- *Candidates must not communicate with or disturb other candidates*
- *Information is displayed in the exam room (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)*
- *Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that candidates must only do this when the invigilator's announcement instructs them to*
- *Candidates must not open the question paper until the examination begins*

Refer to [ICE 19](#)

## Where you will sit in the exam room

- *Candidates are seated usually by Exam Number, however once seated and invigilator can move you to another desk.*

- *How to find your desk the will be a grid system – rows and columns by letter and numbers ie SEAT E4*

### **How your identity is confirmed in the exam room**

ID slips are put on each desk with their picture so we can identify the student Refer to [ICE 16](#)

### **What equipment you need to bring to your exams**

- *Clear pencil case, must have black pen and a pencil – School advises what stationary needed to bring to exams*

### **Using calculators**

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*

Refer to [ICE 10](#)

### **What you should not bring into the exam room**

- *JCQ information regarding unauthorised items ie Mobile phones*
- *What will happen if the regulations are breached – your actions will be reported to the exam boards*

### **Food and drink in exam rooms**

No food is allowed. Water bottles allowed with no label and has to be transparent

### **What you should wear for your exams**

Y11 Uniform and 6<sup>th</sup> form normal wear – no hoodies

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

Mobile phones are collected at the beginning of the exam and stored in the Office, anything taken of the student in the area the exams are taking place will be placed at the front of the room with the invigilators

### **What to do if you arrive late for your exam**

Must go and report to the Office straight away and let the SLT and Exam officer know. It may be possible that a member of staff in the office or SLT will take you into the Exam Area, if you are very late the Exam Officer will need to report this to the exam board

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

- *What you would expect the candidate or parent/carer to do if the candidate is unwell and unable to attend the exam – contact the school as soon as possible.*
- *What to do if a candidate is unwell but manages to attend the exam – the school will keep a note*
- *What to do if the candidate feels unwell during the exam – they are removed and the medical officer is called*
- *Evidence for illness from GP and also what is recorded – this can be put forward for Special Consideration application*

### **What happens if you have an unauthorised absence from your exam**

You must contact the school as soon as possible with the reason of unauthorised absence from you exams. Giving full reason and evidence if needed to the exams officer. Refer to [ICE 22](#)

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

- *Students must listen to the Invigilators and follow their instructions in silence*

## **Candidates with access arrangements/reasonable adjustments**

- *This is dealt with the SENCo department*
- *Location of where the exam will be is organised by Exam Officer*

## **Results**

- *The school let the students know when results day will be.*
- *If the student cannot collect their results they must email [exams@enfieldgrammar.org](mailto:exams@enfieldgrammar.org) to let them know. They can then ask for the result to be emailed to them or they have to give permission if they would like anyone else to collect their envelope on the day of results at the school*

## **Post-results services**

- *Candidate must give permission by signing a form for - reviews of results and appeals, access to scripts*
- *Requests for post-results services must be made through the centre*

## **Certificates**

Certificates come to the school in November and then either collected by student or posted to student.



**JCQ Information for candidates - coursework**

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

*Information for candidates - Coursework 2023-2024* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

*Information for candidates – non-examination assessments* **2023-2024** <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

*Information for candidates – on-screen* **2023-2024** <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed timetabled written exams.

*Information for candidates – written exams* 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ Information for candidates – Privacy Notice**

You **must** read this notice as it contains "*Information About You and How We Use It*"

*Information for candidates – Privacy Notice*

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ Information for candidates – social media**

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

*Information for candidates – social media* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**JCQ *Unauthorised items* poster**

This poster will be displayed outside each exam room. You **must** note that "*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.*"

*Unauthorised items* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

**JCQ *Warning to candidates* poster**

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

*Warning to candidates* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to **Naleni Naidoo Exams Officer**

If there is anything you do not understand, you should ask your head of year for clarification.



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

**I have read and understand the current JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY