



Aylesbury High School

Prepare, Challenge & Inspire



Candidate Exam Handbook

2022/2023 Exam Series

Introduction

Aylesbury High School is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place and that they are also made aware of the required JCQ/awarding body instructions and information for candidates.

This handbook should be read in conjunction with the information supplied on the Aylesbury High School website, exams section: <https://www.ahs.bucks.sch.uk/exams/>

The purpose of the candidate exam handbook is

- to support/complement candidate assemblies
- to inform candidates about procedures regarding malpractice in examinations/assessments
- to inform candidates about the use of their personal data and copyright
- to ensure candidates are provided, in advance, with all relevant information about their exams and assessments
- 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
- to inform candidates, parents and guardians of relevant exam related policies/procedures
- to make candidates aware that an inspection from a JCQ inspector can, and will, be carried out at any time and without prior notice.

Malpractice

- To maintain the integrity of qualifications, strict regulations are in place. These are set by the joint council for qualifications (JCQ)
- 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 e.g. communicating, making noises and disturbing other candidates
 - Exchanging, obtaining, receiving, or passing on information (or attempting to) that could be examination related
 - Offences relating to the content of candidates' work.
 - Undermining the integrity of examinations/assessments.

Malpractice in the exam room will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop. If the behaviour persists or there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Officer. Malpractice within the classroom whilst carrying out the non-examination assessment will be dealt with by the Subject Teacher and the Exams Officer.

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, candidates must read the [JCQ Information for candidates – Privacy Notice](#)

Timetables

- A few weeks before the exams begin, candidates will be issued with an initial exam timetable.
- Candidates will need to check the information on the timetable carefully. If there are any errors they must contact the Exams Officer as soon as possible.
- A more detailed timetable will then be issued nearer to the start of the exams, which will include details of which room each exam will take place and their seat number. (Candidates are required to check the seating plans on the notice board outside the exams office daily in case of unavoidable last minute changes)
- Exam room posters – [Warning to candidates](#) and [Unauthorised Items posters](#) will be displayed outside each room. Candidates should be reminded to look at these as they enter the room to remind themselves of the regulations (copies are available on the Examinations section of the school website and also at the end of this booklet)

Contingency Days

In the summer of 2019, a “contingency” exam day was introduced by all the awarding bodies. This contingency day was introduced because of the widespread sustained national and local disruption to examinations from the Manchester arena attack and the Grenfell tower incident. Following this, the JCQ decided there is a need to have an option to postpone any exam(s) in the event of a major incident in order to provide all students with a fair opportunity to sit an exam. **All students taking external examinations each year must be available up until and including the exam contingency day. Any student who chooses not to be available will not be given an alternative opportunity to take an exam that has been rescheduled to take place on the contingency day.** The contingency dates will be displayed at the bottom of the school exam timetable.

What time do exams start and finish

- The exams will normally start at 9am for a morning session and 1pm for an afternoon session
- Candidates must make sure they arrive at least 15 minutes before the start of their exam.
- Candidates will not be allowed to leave the exam before the end. Please note that if the exam finishes before 10am in the morning or 2:30pm in the afternoon candidates will have to stay in the exam room under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during exams

- Exams are supervised by a team of invigilators who are employed by the school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations.
- Invigilators are required to read the announcement at the start of every exam, even though candidates have heard it before!
- It is the job of the invigilator to watch students as they complete their exams. They will not approach candidates unless they think there is an issue or a candidate puts up their hand for assistance.
- The invigilator cannot give candidates any help with their exam.
- Candidates should come fully equipped for every exam. Candidates must have their own calculator. A spare will only be provided should theirs fail to work.
- The Exams Officer and the invigilators are also responsible for making sure all exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- Bags are not permitted in the exam rooms. Candidates must ensure they have the appropriate equipment in a clear pencil case, wallet or small bag. Mobile phones **MUST** be switched off (not left on silent) and left in candidates bags along with all other electronic devices and watches of any kind - smart or not! Candidates must have empty pockets. We reserve the right to spot check for prohibited items and may request students to empty pockets as appropriate.
- **Unauthorised items cannot be in a candidates possession in the exam halls even if switched off and they have no intention of using them. IT IS AGAINST THE REGULATIONS AND THE CENTRE IS COMMITTING MALPRACTICE IF WE FAIL TO REPORT AN INCIDENT. Any incident of this nature WILL be reported without hesitation.**
- Candidates will be under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the exam hall. This means that **they must not talk to, attempt to communicate with or disturb other candidates once they have entered the room.**
- Candidates should find their seat quickly and quietly. There will be photo candidate cards placed on the desks to help students find the correct seat.. Invigilators will help candidates if they can't find their seat. **Do not ask** another candidate.
- Candidates must listen to and follow the instructions of the invigilator at all times.
- The exam paper will have been placed on the desks before candidates enter the room. They must not attempt to look inside and read anything. **This is malpractice.**
- Candidates must not write anything on the front of the paper until they are advised to do so by the invigilator.
- At the front of the room, there will be a display showing the centre number, name/code of the exam, day, date and time. Candidates will need this information when they are asked to fill in the front of their exam paper.
- When filling in the details on the front of their exam paper, candidates **MUST** use their legal name and **NOT** their preferred name. If a signature is required, candidates must also enter this, it is very important.
- When the exam starts, the invigilator will display the start and finish times of the exam.
- If a candidate needs to leave the room because they are feeling unwell, they must put their hand up and an invigilator will assist them. Candidates are not allowed to leave the room on their own.
- Candidates make sure that they put their Name, Centre number, candidate number and question number on any additional sheets of paper used.

How the identity of candidates is confirmed in the exam room

The exam desk will have a candidate card on it with a photo on it so that invigilators can identify candidates. **CANDIDATES MUST NOT REMOVE THESE OR DEFACE THEM.**

What equipment do candidates need to bring to their exams

Essential items:

- A black ball-point pen (must be black) and spares
- Pencil
- Ruler
- Eraser
- Highlighter (can highlight the question paper **but not answers**)
- Clear pencil case (not tinted)
- Scientific calculator (unless the exam does not allow a calculator) without a lid/cover.



PLEASE NOTE IF A CANDIDATE FORGETS THEIR CALCULATOR THEY WILL NOT BE ISSUED WITH ONE, a replacement will only be given as a result of battery failure.

Maths exams will also require the appropriate maths equipment. Some exams may need coloured pencils. Subject teachers will be able to advise.

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

Taken from [JCQ Instructions for conducting examinations 2022-2023](#) Section 10.3

What candidates should not bring into the exam room

It is very important that candidates do not enter the exam room with any unauthorised items in their possession. These items include:

- Mobile phones
- MP3/4 players
- Any watch (Smart or not!)
- iPods
- Any other similar electronic devices
- Electronic Earphones
- Notes and study guides
- Own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, glasses cases, lip salve, tissues, bus passes, money and keys, student reports and exam timetables.

Food and drink in exam rooms

- Candidates are allowed to take a small transparent (non colour tinted) bottle of water into the exam. The label must be removed before entering the exam room.
- Food is not permitted in the exam room unless for medical reasons which have been discussed with the Exams Officer in advance.
- If a candidate has any medication to take during the exam, please advise the Exams Officer in advance.

What should candidates wear for their exams

- Full school uniform, excluding blazers
- Sixth Form - normal Sixth Form dress code. Lanyards must not be worn.

What to do if a candidate arrives late for an exam

- Candidates must arrive at least 15 minutes before the start of their exam. Should a candidate find themselves delayed due to unforeseen circumstances - DON'T PANIC! Please phone the school office and they will get a message to the Exams Officer.
- If they are late they will need to report to the Exams Officer immediately on arrival.
- The Exam Officer will escort late candidates to the exam room.
- Late candidates will be given the full time allowed for their exam. If they arrive extremely late for exams (after 10am for a morning exam and after 2pm for an afternoon exam) it will be reported to the awarding body and although they will still sit the exam, there is a chance that the exam board will reject the paper.

What to do if a candidate is unwell on the day of an exam

- It is really important that candidates attend school for all exams unless they are seriously ill.
- If they are extremely unwell and cannot attend an exam, a parent/guardian must contact the school immediately. Candidates may need to provide medical evidence to confirm their illness.
- If a candidate feels unwell during an exam, they must put their hand up and an invigilator will assist them.
- If they feel unwell before the exam starts, they must tell the Exams Officer so that she is aware of the situation and invigilators can be advised.
- The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam, except in the case of an exam clash.

What happens if a candidate has an unauthorised absence from an exam

Exams are extremely important and it is vital that candidates attend all exams. If a candidate does not attend for an exam they will receive a zero mark and their parents/guardians will be invoiced for the exam entry fee. On average, this is approximately £60 per exam but varies depending on the exam/exam board. Candidates should advise their Head of Year or Exams Officer of any issues they have around exam time.

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

In the event of an emergency, the invigilator will stop the exam and give instructions to candidates. They must:

- Stop writing and close the exam paper
- Stay seated until the invigilator advises to leave the room.
- Follow the designated invigilator to the pre-arranged meeting point

Candidates must not:

- Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators.
- Collect any personal belongings, unless advised to do so by the invigilators. If candidates do not follow these rules, they may not be allowed back into the exam room to complete their exam.

Candidates with access arrangements

Students who are entitled to an Access Arrangement and are unsure of how their access arrangement will work, should speak to a member of the SEND team.

Results

A Level results day is Thursday 17th August 2023

GCSE results day is Thursday 24th August 2023.

Further details will be available on the school website near the time.

Post-results services

Enquiries about results decisions are made together with subject leaders where possible and the students consent will be required before doing so. Further details to be provided and this information will also be available on the school website.

Certificates

Exam certificates are produced by the exam board and sent to school. We will advise candidates once they are available for collection (usually mid – late November). Certificates are only required to be kept by the school for one year. Certificates will be available for collection by the student between the hours of 8am and 3.30pm Monday to Friday. If candidates require someone else to collect them on their behalf, written permission must be received from the candidate by the Exams Officer. The person nominated to collect a candidate's certificates will need to show ID.

Non Examination Assessment (NEA)

Aylesbury High School will share the marks (not the grades) of NEA work with candidates ahead of submission to the exam board. Under exceptional circumstances (evidence of misapplication of the marking criteria), candidates have a window of opportunity to request a review of the centre's marking. For full details see the [Internal Appeals Procedures](#) document which can be found on the exam page of the school website.

Complaints and appeals procedure

Aylesbury High School has a policy in place regarding complaints and appeals relating to the delivery or administration of qualifications. Details of this are available on the [school website](#).



Joint Council for
Qualifications CIC

Candidates are strongly advised to read the linked documents below.

- [JCQ Information for candidates – Written Exams](#)

This document should be read information before candidates take any externally assessed timetabled written exams.

- [JCQ Information for candidates - Coursework](#)

This document should be read before candidates undertake qualifications that contain elements of coursework assessment.

- [JCQ Information for candidates – Non-Examination Assessments](#)

This document should be read before candidates undertake qualifications that contain components of the non-examination assessment.

- [JCQ Information for candidates – On-Screen Tests](#)

This document should be read before candidates take any externally assessed on-screen tests as part of their qualification(s).

- [JCQ Information for candidates – Privacy Notice](#)

This document should be read as it contains details on how information about candidates is used.

- [JCQ Information for candidates – Social Media](#)

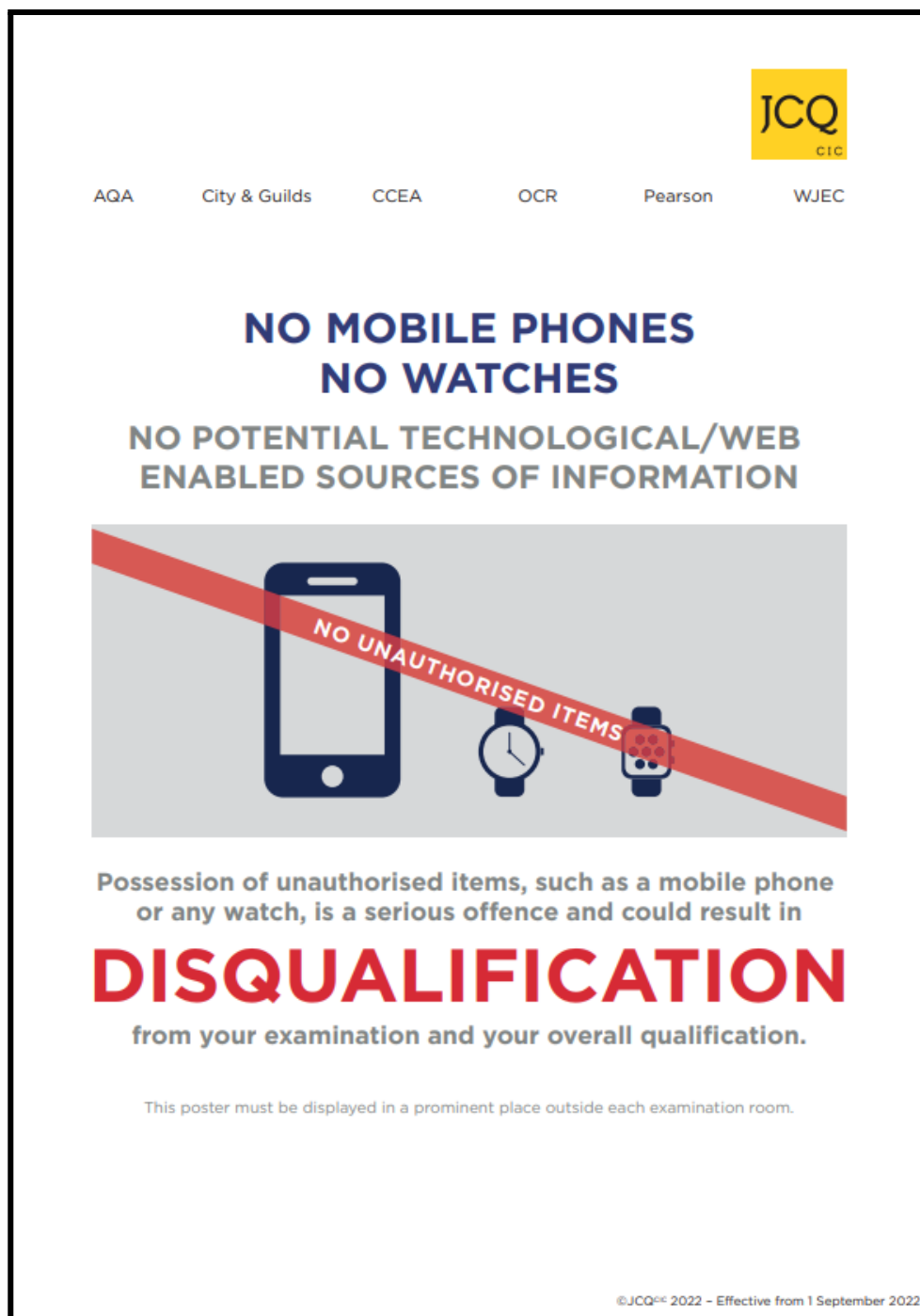
This document should be read to help candidates stay within examination and assessment regulations when using social media.

- [JCQ On your exam day](#)

This document is a checklist that candidates may find useful.


JCQ Unauthorised Items poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

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.