

MURRAY PARK SCHOOL



Candidate Exam Handbook

2022-23

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QUICK CHECK LIST FOR ALL EXAM CANDIDATES

- It's normal to feel nervous or anxious
- Eat something before the exam
- Be on time and go to any booster sessions before the exam
- Your timetable may be different to your friends
- Make sure you have your school jumper as well as your blazer (it's easy to feel cold sat still)
- We provide pencil cases and all the equipment you need but you can bring your own if you like
- Transparent water bottle with the label off to be kept on the floor so you don't spill anything
- See-through pencil cases only
- Black pens only
- Put your phone, watch and any other electronic items back in your school bag before you go into the exam room
- Use the toilet before you go to the exam room
- Exam conditions start at the door to the exam room
- Your desk will have a name card for you with your candidate number
- Go into the room in silence and find your seat without talking or making a fuss
- Do not shout out if you need help – put your hand up
- Do not turn around during the exam – face the front at all times
- Do not try to talk to another student once you're in the room
- Do not attempt to copy or cheat in any way
- If you need help put your hand up and wait in silence for a member of staff to come to you
- Do not open your question paper or write anything until you are told to do so
- Check the front of the question paper is the right subject and tier (F or H) for you
- If you have anything to hand in (like a phone) before the start you will get a final opportunity
- The invigilator will tell you when you can start and open the exam paper
- When you have finished you must sit in silence facing the front
- The exam papers and equipment will be collected in whilst you are sitting in silence
- You will be dismissed row by row when the invigilator says so
- You must leave the room in silence
- There may be different exams with different finish times in your room

Remember

- *If you think something is wrong or you have a question, put your hand up and wait for the invigilator to come to you*
- *You won't be the first person to ever ask a question or have something to hand in at the start*
- *If you feel ill or have medication to take let the invigilator know before the exam starts*
- *You will have to wait to be escorted to the toilet if you need to go during the exam*
- *If your pen runs out or your calculator goes wrong the invigilator will have spares – put your hand up*
- *You can use a highlighter in the question paper but not in your answers*
- *You cannot have rough paper – you do all your working out on the question paper/answer book*
- *If you are worried about Access Arrangements (reading pens, laptops, etc.) please speak to Mrs Hubbard*
- *If you have any questions about exams please talk to Miss Redcliffe Gordon or Mr Taylor in the Exam Office (near Student Services)*

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Introduction

Murray Park School 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/exam board instructions and information for candidates.

Purpose of the candidate exam handbook

Exams can cause stress and, although that is completely normal, this booklet has been written to help you understand what you need to do and minimise issues in your mock exams and GCSE exams this year. Students are called Candidates. Candidates that are well prepared, know where they need to be, at what time, and have the correct equipment are less likely to suffer from stress.

Read this booklet as it should answer most of your questions. It contains advice about where to go, at what time, what to take with you, what to do if you are ill and much more. You should pay close attention to the notices and regulations in this booklet including those regarding social media, copyright and malpractice. If there is anything you don't understand you should ask your Teacher, Form Tutor, Head of Year or the Exams Officer.

Keep this book in a safe place so that you can refer to it during the exams if a situation arises and you are not sure what you need to do. Go through it with other people such as your parents and Form Tutor. The more people that know what is expected of you, the less likely you are to make a blunder.

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#)

Malpractice

As an accredited exam centre for the Joint Council for Qualifications (JCQ) exam boards we must ensure that all candidates sitting exams do so under the JCQ regulations. Any incidents of suspected malpractice **must** be reported to the exam board. Malpractice means improper or negligent behaviour and includes having a mobile phone or watch on you, copying or cheating. To make sure you do not commit an offence of malpractice please read **Information for candidates appendix at the back of this book**. If you are still unsure what is allowed or not allowed in an exam then speak to the exam officer or ask the invigilator. You can hand anything in to the invigilator before the exam starts.

If a candidate is suspected of malpractice the exam board will be informed and may decide to disqualify the candidate. Any unauthorised material will be removed and kept by the invigilator. **If a candidate is disrupting other candidates they will be removed from the exam room.** Following the exam a full report will be sent to the exam board and the candidate will have the opportunity to explain the reasons for the suspected malpractice.

The exam board will consider the details of this report and will apply sanctions that they feel are appropriate which can be a warning letter, disqualification from component/ qualification or, in the most severe cases, candidate debarment – the candidate is banned from entering for one or more exam for a set period of time. Candidates who have to be removed from the exam room are usually awarded a mark of zero. Full regulations for procedures for malpractice can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

We have included posters and notices covering exam rules to ensure candidates are aware of what malpractice is and the possible consequences. The strict regulations are there to *maintain the integrity of qualifications (upholding standards across England, Wales and Northern Ireland)*.

- *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, eg:*
 - *Introduction of unauthorised material into the examination room (such as bringing in notes)*
 - *Breaches of examination conditions, eg talking in the exam room, disturbing others, mobile phones in the exam room, making noises, wearing a watch, turning around in your seat*
 - *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*
 - *Collusion and copying others work or failing to acknowledge your sources*
 - *Sharing exam information on social media (see separate notice) such as Facebook, Twitter, Instagram, email*

The list above is not exhaustive.

Sharing your coursework or portfolio to help another student catch-up could mean work is copied and therefore becomes malpractice.

Personal data

To enter you for exams Murray Park School shares personal data with the exam boards. This includes your full legal name, date of birth, gender, school candidate number and unique learner number. Other information may be shared regarding any Access Arrangements you may need or if you are absent for an exam component.

- *To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice** (link included in the appendices).*

Copyright

The copyright of any work created by a candidate that is submitted to an exam board or awarding body for assessment belongs to the candidate. By submitting work to the exam board or awarding body the candidate grants the awarding body a non-exclusive, royalty-free licence to use their assessment materials (an Assessment Licence). If you want to terminate the awarding body's rights for anything other than assessing your work please let the Exams Officer know and the school will then notify the awarding body, however it remains at the discretion of the awarding body whether or not to terminate such rights.

Non-Examination Assessments (coursework and portfolios)

You will be completing NEA components, or coursework or portfolios, during this year. These may be marked by your subject teachers but will be moderated by the exam board to ensure our marking is fair and consistent. The exam board will request a sample of our marking and may alter the marks if they feel it is not consistent with the marking from other schools. Instructions for candidates regarding NEA and coursework will be distributed by subjects and hyperlinks can be found at the back of this book.

It is your responsibility to understand the regulations around coursework, NEA and portfolios. Ask your subject teachers if you are in any doubt as to what you can do or how to use information you want to include.

Written timetabled exams

You need to check your exam timetable carefully to ensure you have been entered for all the subjects you are expecting to sit, and have not been entered for an exam in a subject that you were not aware of. If you have any queries regarding your timetable then please contact the exam office as soon as possible. *Do not leave it until the morning of the exam to query an exam entry.* You may have up to 4 different exams to sit per subject.

Contingency day - Summer 2023

The Joint Council for Qualifications has a designated exam contingency day (the last date on the exam timetable in England) every year and this is usually at the end of June even though you might not have any timetabled exams as late in June as that. This is in the event of the exam boards having to reschedule exams due to local or national disruption. If the exam is rescheduled you must take it on the allocated time and date given or you will not be eligible for a grade to be issued for that component (subject to normal rules around Special Consideration). **The date will be announced during the school year when the exam boards release the final exam timetables for Summer 2023.** This is normal and has nothing to do with Coronavirus or Covid-19.

On-screen tests

Information regarding on-screen tests will be handed out by relevant subjects and a hyperlink is included in the appendices documents.

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

If a candidate has two or more papers timetabled at the same time but the total time of all papers does not exceed three hours, they will sit the exams in the same session, one after the other. A short break may be given between the papers, to use the toilet for example, but the candidates will be kept in constant supervision and will not be allowed to communicate with other students or revise.

If, in rare cases, the total time for the exam papers exceeds three hours we can arrange to move an exam paper to a different session, for example a morning exam paper may be taken in the afternoon session. The candidate will however have to be under constant supervision between these exam sessions and will not be allowed to freely communicate with other students. Candidates will be allowed to revise from their own notes but will not be allowed to use mobile phones, access the internet, electronic devices or use their watch.

Where you will take your exams

Candidates will be given a meeting point to wait at 15 minutes before the exam is due to start. They will then be organised into exam seating order and will be sent into the appropriate exam room in order.

Exams are normally held in the Sports Hall and Activity Deck. Some smaller exams may be held in Cedar Park Hall. You should expect to have a seat in the Sports Hall with the main group of students. Individual rooms are primarily for students using scribes and reading aloud where they would disturb other candidates.

Exam information will be displayed on the Exam Notice Board in the Finance Foyer and Coffee Bar. Your individual candidate timetable will give you details of your allocated room for each exam.

What time your exams will start and finish

Mock Exams (pre-public exams)

Morning exams will normally start at 9:00am

Afternoon exams will normally start at 1:00pm

Public Exams

Morning exams will normally start at 9:30am

Afternoon exams will normally start at 1:15pm

You will need to be in school **at least** 15mins before the start of each exam, revision classes are often arranged immediately before the exam so you may have to be in school much earlier. Information regarding revision classes will be given nearer the time.

Supervision during your exams

At Murray Park School we employ external invigilators to supervise candidates during an exam. These may be members of the local community and are trained to follow the JCQ instructions for conducting exams. They **have to** abide by the regulations set out by the JCQ and will report any misconduct. Candidates must listen and follow the instructions the invigilators give them. Failure to comply with instructions given could mean you are disqualified from the paper or the subject – or, in the worst cases, from all GCSE subjects. Murray Park School expects outstanding behaviour during exams. **Information for candidates on the regulations of written exams is at the back of this book. Please read this carefully so you are aware of the regulations in an exam room.**

Exam room conditions

Candidates will be sent into the exam room by Senior staff. **Once you enter the exam room you are under exam conditions which means:**

- You must follow the instructions of the invigilators.
- No talking.
- You must not communicate with any other candidates whilst you are in the exam room including non-verbal such as trying to draw attention to yourself or another candidate.
- If you have a problem you should raise your hand and wait for an invigilator to come to you.
- You must not shout out to try and attract the attention of candidates, invigilators or any staff in the exam room. If you have your hand raised the invigilators will come to you.
- You must not leave the exam room until you are told to do so by the invigilators.
- If you feel ill or need to use the toilet during an exam you must raise your hand and wait for an invigilator. If you do leave the exam room during an exam you will need to be escorted. **You may not go to the toilets in the first hour of an exam or the last 15 minutes of an exam.**

Where you will sit in the exam room

You will be sent into the exam room in the order that you will be sat in. An invigilator will direct you towards your desk and you will find a card with your name and candidate number on your desk. You must sit down in silence and not get up out of your seat without permission – this is the same process at every school in the country. If you are unable to find your desk you will need to inform the nearest invigilator who will help you. Please do not talk to other students whilst you are finding your seat.

How your identity is confirmed in the exam room

School candidates will be identified by members of teaching staff and the Senior Leadership Team (Assistant Head Teachers, Deputy Head Teacher or Head Teacher).

Private Candidates will be required to provide photographic documents such as a passport or driving licence to confirm their identity. This can be requested each time you attend an exam.

What equipment you need to bring to your exams

We will provide you with equipment you may need for each exam. This will include black pens, ruler, pencil, eraser, highlighters. This equipment will be placed on your exam desk before you enter the room. We will also provide calculators and basic maths equipment appropriate for exams.

- If you wish you may bring your own equipment but this must be in a clear pencil case. Your calculator must not have a lid or any instruction notes.
- Gel pens and correction fluids (Tippex) are **not allowed** to be used on an exam paper, highlighters can be used to highlight points in the question but cannot be used in answers. If you are unsure, ask the invigilator.
- We do not allow click-pens in the exam rooms at Murray Park School.

Using calculators

You cannot borrow a calculator from another candidate during the exam. If your calculator stops working then put up your hand and wait for an invigilator to come to you.

If you bring your own calculator you are responsible for the power supply, the calculator's working condition and clearing any memory. Your calculator must not have a lid or printed instructions and must not be internet enabled/a communication device.

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

- Mobile phones
- Electronic equipment (MP3/MP4, tablets, games, etc.)
- Watches (any type of watch)

All the items above must be either left at home, put in your bag well away from your exam seat or handed in to the invigilator in charge. If you need to hand something in before the exam starts you put up your hand and wait for a member of staff to come to you.

Any candidate, who is found to have any unauthorised equipment on them, **even if it is in their pocket and turned off**, will be reported to the exam board. The exam board are then likely to disqualify the exam paper and you will be awarded zero marks. Nearly all candidates found to have a phone or watch or notes on their person are disqualified. These items should be turned off and kept in your bag for the duration of the exam.

Make sure you have no alarms that are going to sound on your phone during the exam and if you do not know how to switch off your phone then speak to your form tutor or head of year. Phones should not be left in 'flight mode' or on silent – they must be completely turned off. If you do not have a bag, these items can be handed to the invigilators before the start of the exam. Do not be afraid to admit you have something you



need to hand in – the invigilators would much rather that you handed items in immediately before the start of the exam than you were disqualified.

JCQ exam posters will be displayed outside each exam room to remind you of these regulations.

Food, drink and toilet arrangements in exam rooms

Water in a clear bottle (must be transparent) with the label removed is permitted in all exams. You must keep it on the floor to avoid spilling on your exam paper. No other food and drink are allowed unless it's for medical reasons. As the canteen will be available as normal to buy food before and after the exams there will be no need to eat food during an exam. Diabetic students should make sure their emergency box/bag is transparent and all food wrappers must be removed prior to the exam.

Remember to use the toilet **before** you go to any exam. Most exams are around one to two hours long. If you make sure you use the toilet before the exam there should be no need to go during the exam. This not only causes disruption to yourself but also to other candidates around you. If, however, you do have the need to go to the toilet during an exam, you must raise your hand and wait for an invigilator to escort you as you have to remain under exam conditions. **We do not allow toilet trips in the first hour or last 15 minutes of the exam.** As you may have to wait, please use the toilet before the exam.

What you should wear for your exams

You should wear full school uniform throughout your exams. Remember you might need a school jumper as well as a blazer as you will be sitting still for a long period. It is easy to feel colder than normal so an extra layer (school jumper, plus long-sleeved shirt) is advisable in winter and sensible in summer depending on the temperature. Private candidates should dress in a professional and appropriate manner for the school environment with no inappropriate slogans, logos or images.

Where your personal belongings will be stored during your exam

Your bags and coats must be left where the invigilator instructs. In the Sports Hall this is usually at the side of the hall. Phones and unauthorised items should be in your bag.

What to do if you arrive late for an exam

It is your responsibility to be aware of the dates and times of your exams and note that they may not be exactly the same as a friend's timetable. Consider how you normally get to school as you must make sure you leave home early enough to reach school in plenty of time for your exam. If you normally catch a bus consider catching an earlier one just in case a bus is delayed or missed out.



No matter how prepared you are for your exams you may find yourself in a situation where you are running late for an exam. Do not panic, contact the exam office if you can, and get into school as soon as possible. If you are late for an exam you must report straight to the exam office.

If you arrive in school within one hour of the start time you should be able to sit the exam and have the full time allocated to you as long as the other candidates have not been released from the exam room and we have a room and supervision available.

If you arrive more than an hour after the official start time we would have to notify the exam board and they may not accept your exam paper. You can be disqualified for arriving very late.

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

If you are feeling ill on the day of the exam you should, if possible, still attend for your exam. You should inform the exam officer if you are not well, who will in turn inform your invigilator. Exam conditions still have to be adhered to so you must not leave the room without informing the invigilator and being escorted. Following the exam Mr Gregory will be advised and he will ask the Exams Officer to inform the exam board you were not well and small concessions may be taken when issuing your final grade. These concessions vary depending on the seriousness of the illness.



If you are too ill to attend for an exam you must get someone to ring the exam office as soon as possible. Tel: 01332 540024. You and your parents would need to complete an absence form with details of why you were unable to attend for an exam, if you have seen a doctor or a medical professional and we would also ask them to verify this on your form. Mr Gregory will be advised and he will ask the Exams Officer to inform the exam board. We can ask the exam board to issue you with a final grade for that subject based on any other non-exam assessments and exam papers you have already submitted. The exam board will only consider this if you have completed a minimum requirement of the qualification. External exams cannot be re-arranged for another date, there will not be another opportunity to sit the exam in that same exam window.

You must follow all public health guidance if you are ill with Coronavirus including getting a test when appropriate and isolating if required. Report your case as required and ring school to ensure the exam team is aware. You will be issued with forms to complete to confirm your illness during the exams

What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence for an exam you will be awarded X for that component (with no marks). You cannot take the exam another day or on another session to catch up. It may mean your overall grade is classified as U (ungraded).

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

If the emergency fire alarm sounds during an exam you must

- Stop writing and close your exam paper. The Invigilators will make note of the time that the exam stopped.
- You remain seated, and under exam conditions, and do not evacuate the room unless told to do so by the invigilator or member of staff.
- A member of staff will come to the exam room to inform candidates and invigilators if there is a need to evacuate.
 - If there is no need to evacuate the invigilators will tell you when to continue with the exam.
 - The full time for the exam will be given and an updated finish time will be displayed to include the stoppage time.
 - A request for Special Consideration will be made to the exam board because of this disruption to the exam.
- If you are instructed to evacuate the exam room you must leave all exam papers and bags in the exam room.
- Leave the room in silence; you are still under exam conditions.
- Exam candidates will be sent to a different evacuation area than the rest of the school, you will not be allowed to communicate with other candidates to ensure you are not discussing the exam paper.



- You will return to the exam room to continue with the exam once it has been confirmed to be safe. The full working time for the exam will be given and an updated finish time will be displayed.
- In the unlikely event you are unable to continue with the exam, a full report would be sent to the exam board and Special Consideration would be asked for.

Candidates with access arrangements

Access Arrangements should be discussed with Mrs Hubbard (SENDCo) and Mrs Ward who will have tests and supporting evidence of need in place. The SENDCo will then advise the exams team of candidate needs. Not all Access Arrangements can be used in all exams so the use of a bilingual dictionary or reading pen or laptop could change from subject to subject. Any extra time allowances are not blanket across all subjects and every student is different. Mrs Hubbard advises the Exams Officer what is permitted. These arrangements are designed to level the playing field and should not change the nature of the assessments or alter the standard of the assessment.

Access arrangements include seating arrangements. All seating arrangements away from the Sports Hall and Activity Deck have to be approved and have supporting evidence of need. Please note that requests for individual rooms are not usually accommodated as these are allocated to students with very specific needs.

Results

Exam results should be collected from school. This can be done in the following 3 ways.

1. Collected by yourself/parent/guardian from School between **09.30am and 11:00am on Results Day**. Staff will be available on this morning to offer advice regarding your results.
2. Collected by another person, but only if they bring a letter with them that is signed by you.
3. By post, in a **stamped addressed envelope** that you must give to the Exams Office before you leave school in the summer term. This will be posted on Results Day so won't arrive for at least one more day at the earliest.

Results will not be given over the telephone and we cannot guarantee that if you come into school after Results Day that there will be anyone available to give you your results. Please contact the exam office if you need to collect your results after this date but before school resumes following the summer break.

It may be possible to access your results via Go4Schools so please make sure you have your login.

The date for Results Day 2023 will be announced during the school year.

Post-results services

Candidates who have not achieved the grade(s) that were expected of them may wish to pursue a Review of Results (RoR).

It is imperative the centre has **written permission** from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking. The candidate must fully understand that their marks for a given assessment may change following a Service 1 or Service 2 RoR and this could result in subject grades being raised or lowered.

Your parent cannot consent on your behalf. The results are personal to you.

School email is left working after the exams have ended so you can use this to contact the exams team to make your enquiry.

There are four RoR services available; the cost of these services can vary depending on the exam board and the prices below are examples from the 2021-22 year and could change:

1.	Clerical checks (adding up the marks again)	£8-£20 per component
2.	Review of original marking	£37-£50 per component
3.	Review of original moderation	This can only be pursued by the school as the outcome has an impact on all candidates. If the school marking was deemed to national standard then this cannot be applied for.
4.	Access to scripts	£0-£20

For more information about these services, especially if you think you may wish to pursue a RoR, you must contact the exam office immediately; you will then be given more information and advice. Full details about Reviews of Results, including deadline dates for applications, will be in your results envelopes.

We may ask you to consent to providing Access to Scripts for 'teaching and learning purposes' which means your teacher would like to use it as an example. In this case you can say you do or don't want your name left on it.

Certificates

Certificates are not issued to schools until all results enquiries have been solved meaning they normally arrive before Christmas. You will be contacted by post to say certificates are ready. They are valuable documents and we do not usually post them. You should collect them as we only archive for 5 years after which they are securely destroyed. Many people are asked to produce certificates throughout their adult life to confirm exam results, including for universities and the many professions that require a background check.

Internal appeals procedures

Murray Park School has an internal appeals procedure for marks awarded in Non-Exam Assessments and coursework. You can find a copy of the procedure on the notice board in the coffee bar.



Appendix 1

JCQ Information for candidates – Privacy Notice and Social Media

The original copy can be found on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Appendix 2

JCQ Information for candidates – coursework (Cambridge Nationals Engineering only)

The original copy can be found on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Appendix 3

JCQ Information for candidates – non-examination assessments (all GCSEs, BTEC and technical qualifications with portfolio work – including the Arts subjects)

The original copy can be found on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Appendix 4

JCQ Information for candidates – on-screen tests (such as BTEC Digital IT and Construction)

The original copy can be found on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Appendix 5

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams. The entire document is reproduced on the next page. You can see the original copy at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

JCQ *Unauthorised Items* poster.



AQA

City & Guilds

CCEA

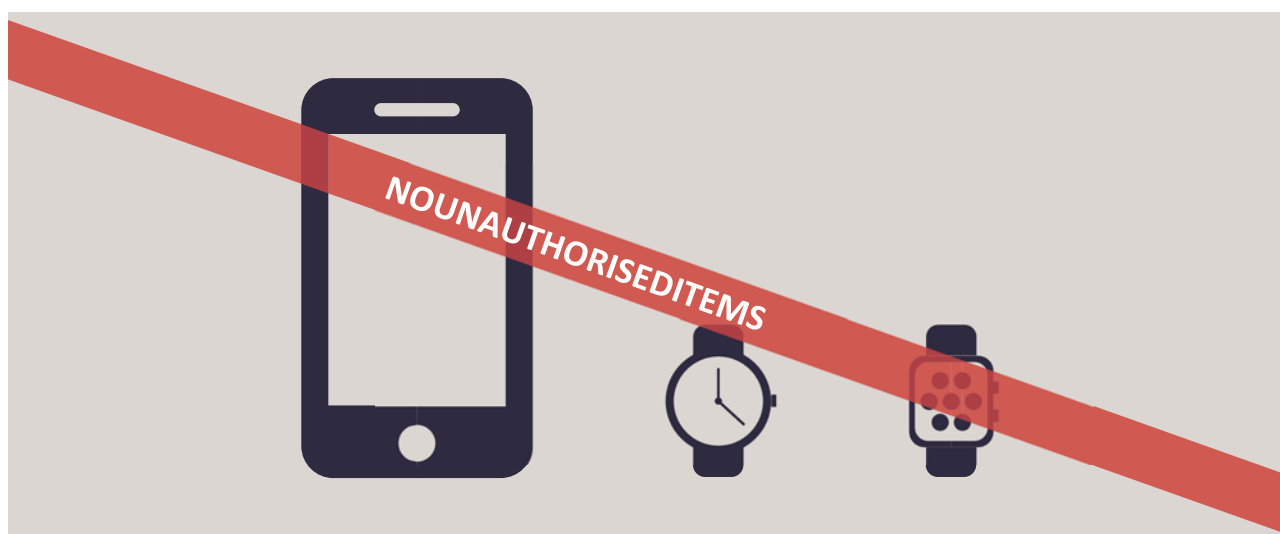
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION



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.



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.