

MURRAY PARK SCHOOL



Candidate Exam Handbook

2024-25

Exams Officer: Miss D Redcliffe Gordon

Tel: 01332 540024

Email: exams@murraypark.derby.sch.uk



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 (no logos) with the label off to be kept on the floor so you don't spill anything
- See-through pencil cases only
- Black pens only
- Full power down your phone (that means off-off) and put your phone, watch, ear buds/headphones and any 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 photo 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 in your pocket) before the start you will get a final opportunity
- Pat your pockets down when the invigilator asks if you have anything to hand in
- 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)*

Contents

Introduction	5
Purpose of the candidate exam handbook.....	5
Malpractice (breaking rules).....	5
Personal Data/Privacy Notices.....	6
Copyright	6
Non-Examination Assessments (coursework and portfolios).....	6
Written timetabled exams	7
Contingency day - Summer 2025.....	7
On-screen tests.....	7
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	7
Where you will take your exams	7
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.	7
What time your exams will start and finish	8
Supervision during your exams	8
Exam room conditions	8
Where you will sit in the exam room	9
How your identity is confirmed in the exam room	9
What equipment you need to bring to your exams.....	9
Using calculators	9
What you should not bring into the exam room.....	9
Food, drink and toilet arrangements in exam rooms.....	10
What you should wear for your exams.....	10
Where your personal belongings will be stored during your exam.....	10
What to do if you arrive late for an exam	10
What to do if you are unwell on the day of an exam.....	11
What happens if you have an unauthorised absence from an exam	11
What happens in the event of an emergency in the exam room	12
Candidates with Access Arrangements	12
Results	12
Post-results services (After your results are published)	13
Certificates	13
Internal appeals procedures.....	13
Frequently Asked Questions.....	14
Appendix 1	16
JCQ Information for candidates – Privacy Notices and Social Media.....	16
Appendix 2	16
JCQ Information for candidates – coursework.....	16
Appendix 3	16
JCQ Information for candidates – non-examination assessments (all GCSEs, BTEC and technical qualifications with portfolio work – including the Arts subjects)	16

Appendix 4	16
JCQ Information for candidates – on-screen tests (such as Construction)	16
Appendix 5	16
JCQ Information for candidates – written exams	16
Appendix 6	17
JCQ <i>Unauthorised Items</i> and <i>Warning to Candidates</i> posters	17

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
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Malpractice (breaking rules)

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 official warning will stay in place for a minimum of 2 years. 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, i.e. breaking the rules*
- *Rules are national and cover the whole of England and Wales no matter which school or college you are at*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *Sanctions such as warnings can follow you to Sixth Form or College*
- *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, bringing in ear-buds/headphones, turning around in your seat, your phone going off in your bag*
 - *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, like photos of work or exam questions, on social media (see separate notice) such as Facebook, X, Threads, 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/Privacy Notices

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 separate notices produced by each exam board (links in Appendix 1)*

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.

All created submissions must be declared to your teacher and may be considered malpractice.

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 6 different exams to sit per subject.

Contingency day - Summer 2025

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 Contingency Day for 2025 is Wednesday 25 June 2025 and you should remain available until the end of that date.**

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 for students with extreme, professionally diagnosed and evidenced, need only.

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 or PPE)

Morning exams will normally start at 9:00am

Afternoon exams will normally start at 1:00pm

Public Exams

Morning exams will normally start at 9:00am

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.

Remember: Mrs Caley cannot change the rules just for you

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.**
- Supervised rest breaks **cannot be taken in the first 10 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, photo 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). **You must have your photo candidate ID card on your desk in full view at all times. Please do not put your question paper on top of it.**

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 would prefer a different calculator, that you are used to, you should bring your own.

- 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. Any calculator must be designed specifically with the primary function of being a calculator (not a phone, watch or tablet).
- 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. It must have the primary design function of being a calculator and not a phone or tablet or watch.

What you should not bring into the exam room

- Mobile phones and electronic equipment (MP3/MP4, tablets, games, etc.)
- Any web-enabled device or blue-tooth device
- Watches (any type of watch)
- Ear-buds/headphones

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 fully powered down (not just on silent, flight mode or alert-disabled) 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 must be completely turned off/full power down. 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. A phone that makes a noise in your bag will get you a 2 year warning which means the warning will follow you to Sixth Form or College. A phone in your pocket will get you disqualified even if its off.

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 or *diluted* squash only in a clear bottle (must be transparent, no measurement marks/logos/designs/labels/branding, no infuser, no chunky lid, no gym-kegs) with the label removed is permitted in all exams. You can recycle an exam-acceptable bottle from the canteen by taking the label off. If you have squash in the bottle it must be diluted well enough that it can be seen through. 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 labelled with their candidate number 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. Toilet trips are strictly one at a time.

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, despite heating being on, so an extra layer (school jumper, plus long-sleeved shirt) is advisable in winter and sensible in summer depending on the temperature. You may not wear a coat, hat or gloves or any other outdoor clothing in an exam. 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

Many students leave their personal items with their form tutor during exams, otherwise 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 powered off *and in your bag* not your pocket.

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 an emergency 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 school reception and hand your phone in immediately.

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 or Miss Dodd 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 Miss Dodd will be advised and she 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 (usually <2% for that effected exam only). These concessions vary depending on the seriousness of the illness. We will need evidence wherever possible.



If you are too ill to attend for an exam you must get a parent/carer 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 GP/doctor or a medical professional and we would also ask them to verify this on your form. **We need a hospital letter/written confirmation from A&E that you were seen if you went to hospital.** Miss Dodd will be advised and she 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 and have a valid reason for absence with supporting evidence. External exams cannot be re-arranged by us 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.

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).

All personal appointments should be arranged for days/times when you do not have an exam.

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), Mrs Ward or Miss Allen 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 more extreme need (usually from a medical professional). The Activity Deck is considered 'a smaller room away from the main group'. Please note that requests for individual rooms are not usually accommodated.

Results

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

1. Collected by yourself from School between **09.00am 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 checking Go 4 Schools after midday.

Uncollected results will be posted to your home address at the end of Results Day, and not earlier.

Results Day will be Thursday 21 August 2025.

Post-results services (After your results are published)

Murray Park is able to request the following:

Access To Scripts (having your exam paper returned to us)

Clerical Recheck* (having your marks added up again)

Review Of Marking* (not a re-mark, but a check to see the mark scheme has been correctly used)

Review Of Moderation* (not open to individuals, only the full subject candidate group)

*Please note that you will have to complete a declaration giving consent for us to access your exam paper and any subsequent Reviews or Rechecks. *You must understand that your marks could go down as well as up, and that your overall subject grade could be changed by the result.*

The best course of action is to speak to a member of staff at the school before you do anything and in many cases teachers will want to have your exam paper returned (Access To Scripts) so they can have a look on your behalf *before* recommending progressing to a Clerical Recheck or Review Of Marking. In some cases, you may be advised not to pursue further reviews as your grade may be at risk of going down, or you may be asked to sign a consent form to go to a Clerical Recheck or a full Review of Marking and your overall subject grade could be changed down or up or stay the same. If you have been advised not to pursue a Review of Marking then Appeals and Challenges can be presented to Mr Hagen or Mrs Caley.

All Reviews Of Results should be in progress as soon as possible and the last date for school to accept completed forms for a Clerical Recheck or a Review Of Marking is (dates to be published before each results day). Access To Scripts consent forms must be received by school by (dates to be published before each results day). A review of marking can take up to 20 days and this could affect your place on your college course or sixth form.

You can get advice or support by emailing ExamSupport@murraypark.derby.sch.uk, speak to the Exams Manager (Miss Redcliffe Gordon) or an assistant headteacher such as Miss Dodd or the deputy headteacher, Mr Hagen.

You cannot go direct to the exam boards – they will refer you back to school – and after the result of the review you will have the opportunity to Appeal where supporting evidence can be presented to a school panel and school will then take a decision about whether the Appeal can reasonably progress.

Private candidates may be charged fees for services.

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 to you. 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 and the school website.

Appeals and challenges regarding reviews of results (such as a review of marking being denied by the head of subject) can be presented to Mrs Caley or Mr Hagen before the deadline to submit requests for reviews of marking/clerical rechecks. This is the same for reviews of moderation.

Appeals after a Review of Results Outcome will be handled by the Headteacher and you should be able to present your case to Mrs Caley as soon as possible after you receive the outcome.

Frequently Asked Questions

Q: An immediate member of my household has passed away suddenly. What do I do?

A: Your parent should contact Miss Dodd as soon as possible by email.

Q: Can my exam be moved to a different time as I need to go to a funeral?

A: No, sadly your exam cannot be moved to a different time.

Q: I missed an exam because I overslept. Someone told me not to worry because I can just do it another day. Is this true?

A: No.

Q: Can I bring a mascot with me?

A: No.

Q: I broke my wrist on my writing hand playing football after school and now hospital has put a cast on it. What happens?

A: Contact your head of year, Miss Dodd and the exams team by email *as soon as possible*. We will prepare emergency arrangements so you can continue with your exams including to changing to a laptop if this is suitable or a 'scribe'.

Q: I've been in an accident between a car and my bike. I'm sat at A&E right now and I just don't know how long I'm going to be here or what needs to happen. What should I do?

A: Ask a parent to email Miss Dodd or your head of year as soon as possible to explain what's going on. You'll need an appointment card from A&E confirming you were seen by a medic and please keep any discharge information that you've been given. A copy of these items will be taken and kept on file in case we need to let the exam board know what happened.

Q: I've been allowed to leave hospital after an accident but I hurt a lot and they've told me to keep my foot elevated. Can this be fixed?

A: Yes. School will make sure you can get from reception to the exam room and will do everything they can to help you keep going with the exam. If you need to take painkillers during the exam this can be sorted – just tell us and we'll help.

Q: My parent wants to book a holiday as soon as my exams have finished. Can I go the same day as my last exam on my timetable?

A: We advise you wait until after 'Contingency Day' which is the last date the exam can be swapped to if there was a natural disaster or national emergency. If you go earlier and an exam is moved to Contingency Day you will be awarded X for that exam paper and classed as absent.

Q: I didn't think anyone would find out I left my phone in my pocket. What will happen to me?

A: You will be asked to write a statement for the exam board and they will disqualify you. Mrs Caley cannot stop them.

Q: Can I leave the exam when I've finished?

A: No. You have to wait until the end of the exam.

Q: But, I get a taxi home with my brother/sister, can I leave then?

A: No. You must get the taxi rearranged

Q: I normally leave school early and I have an early finish pass. Can I go early?

A: No.

Q: I get extra time but I don't always want it. Do I have to use it?

A: No, you don't have to use it. You must stay for the full time on the exam paper but then you will be allowed to leave if you've finished. It's your choice to use the extra time or not.

Q: When we were about to set off for the exam this morning we found my parent's car had a flat tyre. Help, what happens now, I know I'm going to be late?

A: Phone school. We will try and arrange to collect you and get you to the exam wherever possible.

Q: I woke up feeling like I'm starting a cold/sore throat/getting a cough. Will someone keep an eye on me?

A: Yes, if you tell us you're not 100% the invigilators will look after you, keep an eye on you and bring you tissues if you need them. If you become unwell during the exam they will let the exam officer and Miss Dodd know so we can try and support you.

Q: I'm not really sure what you mean by 'Access Arrangements'. Can you explain?

A: Access Arrangements and Reasonable Adjustments are things put in place *before* the exams to ensure you have a level playing-field to do your exams. Some students may need to bring a colour overlay to support reading, for example. Some students may have a long-term illness such as Crohn's or Diabetes and we need to make sure you have a toilet pass or access to your mobile phone to test your blood sugar. You could have a vision impairment that means you need a larger font on your exam paper. These are not things to make the exam 'easier', but to make it fair so that you are all tested on the same basis up and down the country. Decisions about Access Arrangements are made by Mrs Hubbard and her team.

Q: I've made a joke with some friends about copying off someone else during an exam. I got overheard and someone told a teacher. What will happen?

A: You will be asked to give a statement and a full report will be sent to the exam board. They do not like jokes about cheating and you are likely to be disqualified from the subject.

Q: Artificial Intelligence is really good. I'd like to use it in my coursework – is it allowed?

A: Speak to your subject teacher about it but the rule is you must not try and pass it off as your own work. You can reference it, but it must be fully declared, including the details of the bot used, date, source line, etc. The exam boards are trained to spot it being used. Check the JCQ Information for Candidates booklet about Non-Exam Assessment for this year which explains how to reference your sources.

Q: If I miss my exam will I be given my mock grade?

A: No

Q: Can my parent come and collect my results?

A: Only if you have provided written permission for your parent to do so. Results belong to candidates and not to parents.

Q: I don't like my result. I'm sure it should have been better than that. What can be done?

A: You will be asked to give consent for school to view your exam papers. After that we will advise if the marking was fair or whether we need to take further steps. Your parent cannot consent for you.

Appendix 1

JCQ Information for candidates – Privacy Notices and Social Media

The Social Media Notice can be found on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>
AQA Privacy Notice <https://www.aqa.org.uk/about-us/privacy-notice>
Pearson (Edexcel) Privacy Notice <https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf>
OCR Privacy Notice <https://ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>
WJEC (Eduqas) Privacy Notice <https://www.eduqas.co.uk/home/privacy-policy/>

Appendix 2

JCQ Information for candidates – coursework

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 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/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf

JCQ *Unauthorised Items and Warning to Candidates posters.*



AQA

City & Guilds

CCEA

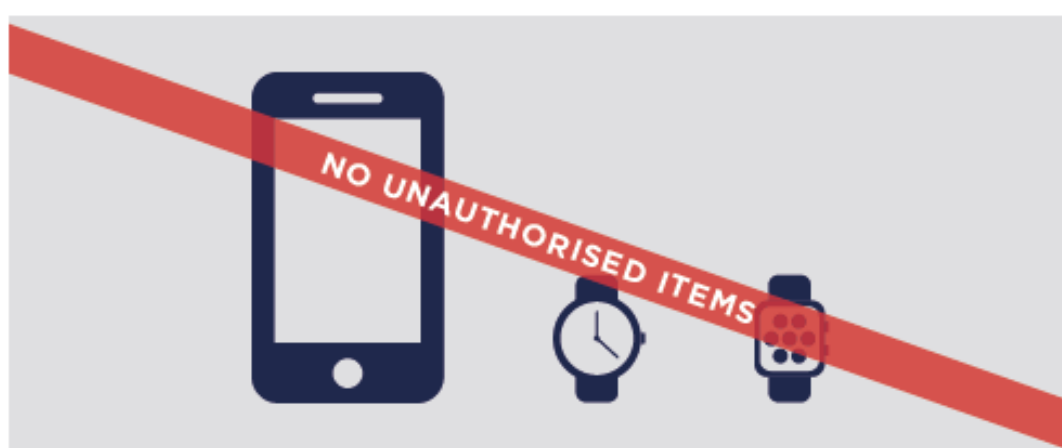
OCR

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.

Warning to candidates



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



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.