



**St Francis of Assisi
CATHOLIC COLLEGE**

Candidate Exam Handbook

2021/22

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Introduction

St Francis of Assisi Catholic College 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/awarding body instructions and information for candidates.

Purpose of this handbook

- To complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

JCQ provides information regarding what constitutes malpractice:

- *Introduction of unauthorised material into the examination room*
- *Breaches of examination conditions*
- *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
- *Offences relating to the content of candidates' work*
- *Undermining the integrity of examinations/assessments*

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

Refer to [Information for candidates – social media](#) (Effective from 1 April 2020)

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Malpractice can result in disqualification from the exam being sat, the qualification and any other subjects you have been entered for with that awarding body.

Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice which can be found: <https://www.stfrancis.cc/teaching-and-learning/examinations/>

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

Copyright

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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media can be found: <https://www.stfrancis.cc/teaching-and-learning/examinations/>

Your teachers will inform you when assessments will take place, the relevant deadlines and how your work is marked/assessed. You will be informed of your centre assessed mark (please refer to the internal appeals procedure on the SFA website for appealing an internal assessment decision and requesting a review of the centre assessed marks) .

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

Written timetabled exams

You will be provided with a provisional timetable to check that personal details and exam entries are correct. If this information is correct, you must speak to the exams officer.

Once entries have been finalised, you will receive an Individual Candidate Timetable to ensure you know the date and time of all your exams/assessments.

You must be aware of the JCQ information for candidates documents – written examinations, social media which can be found here: <https://www.stfrancis.cc/teaching-and-learning/examinations/>

Refer to [GR 5.8](#)

Contingency day - Summer 2022

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. The contingency date for this year is Wednesday 29th June. Candidates should be available up to and including this date.

Refer to [ICE 15](#)

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

A timetable clash is when two or more exams are timetabled to take place at the same time. If you have a clash, you will be informed of the arrangements for this day. You will most likely take the exams within the same day:

- You may take exams one after another with a short supervised break in between.
- You may take exams in a different session (i.e an afternoon exam rescheduled to the morning). If this is the case, you will need to remain supervised by a member of staff throughout the entire day until you have finished your last exam. Failure to follow these instructions will result in malpractice and can lead to disqualification.

Refer to [ICE 7](#)

Where you will take your exams

Our main exams are Gym Hall and New Hall. If you are entitled to access arrangements such as a reader or a scribe you may be allocated to a different room. Check your timetable thoroughly and do not assume you will be in the same room as your friends.

What time your exams will start and finish

Exams start at 9:15am and 1:30pm. You must remain in the exam room for the entire duration and will not be allowed to leave early. You must be outside of your exam room 15 minutes before the start time.

Supervision during your exams

Exams are supervised by a team of external invigilators. There are strict regulations that they must follow as directed by JCQ and awarding bodies but they are also there to support you. They will ensure that all regulations are followed.

Exam room conditions

You will line up before you exam begins and be invited into the exam room. You must not enter the room until the invigilator allows you to. You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means no communication with anyone but the invigilator while you are in the exam room.

You must listen to and follow the instructions of the invigilator at all times in the exam room. Candidates must not communicate with or disturb other candidates.

You must ensure you write your legal first name and surname (that matches your entry information, candidate number etc.). This **must not** be completed until instructed to do so by the invigilator.

Refer to [ICE 19](#)

If you need to request to leave the exam room for a temporary period, you must put your hand up and wait for the invigilator. You must not leave the room unescorted as you will not be allowed back in.

Refer to [ICE 23](#)

Where you will sit in the exam room

Your seat allocation is on your timetable. Make sure you know where you are sitting before you enter the room. The grid references around the room will help you find your seat. If you have any trouble with this, ask the invigilator for help.

How your identity is confirmed in the exam room

As per the JCQ regulations, invigilators must be able to confirm your identity. You will have a photo ID card on your desk for every exam. **This is the property of the exam office and you must not graffiti or destroy them.** If we are unable to identify you, you will not be permitted to sit the exam.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

We do not provide equipment. You must bring all authorised equipment that you will require:

2 black pens, pencil, ruler, rubber, sharpener, compass, protractor and a calculator (if permitted)

Refer to [ICE 18](#)

Using calculators

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

Refer to [ICE 10](#)

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - 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. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

(Captured from [JCQ Instructions for conducting examinations 2021-2022](#), section 10.3)

What you should not bring into the exam room

Any unauthorised items brought into the exam room is considered malpractice and in breach of the JCQ regulations. If regulations are breached, it will be reported to the awarding body who will decide what sanction, if any, to apply. This could lead to disqualification. Unauthorised items include, but are not limited to, mobile phones, watches, MP3 player, notes. It is still malpractice if you have it on you but do not intend to use it. Leave unauthorised materials outside of the exam room or ensure you hand it in to an invigilator as you enter the room.

Food and drink in exam rooms

Food is not permitted in the exam room. You are allowed to bring in a small bottle of water. The bottle must be clear and free from labels/decoration. We reserve the right to remove bottles that do not meet these standards.

Refer to [ICE 18](#)

What you should wear for your exams

Full school uniform must be worn for all exams.

What to do if you arrive late for your exam

If you know you are going to be late, call school on 01922 740 300 as soon as possible. Once you have arrived, see the exams office who will escort you to your exam room. We may be required to inform the awarding body of your late arrival which may lead to your paper not being marked.

Refer to [ICE 21](#)

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

Every effort must be made to attend but if you too are unwell, you must follow normal school procedure and call school. If you are unwell but attend the exam you must inform the invigilator that you are feeling unwell. Similarly, also inform the invigilator if you are unwell during the exam. We may be able to apply for special consideration depending on the circumstances. Any medical evidence must be provided to the exams office if requested.

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

In the event of an emergency in the exam room, the main thing is to stay calm and await further instructions. The invigilator will tell you what you need to do.

Refer to ICE 25

Candidates with access arrangements/reasonable adjustments

If you are entitled to access arrangements/reasonable adjustments you must speak with the SENCO if you have any queries. Invigilators are trained to facilitate access arrangements and there are certain things that invigilators can and cannot do and they will ensure regulations are followed.

You may be seated in a certain place or a separate room. Check your timetable thoroughly.

Results

Results days are:

Thursday 18th August for A Level

Thursday 25th August for GCSE

Provisional statements of results will be issued/distributed. Results are provisional until certificates are issued. This is because results can change as a result of any post-results enquiries. You will be notified of the arrangements for results day closer to the time.

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-results services

The post-results services that are available:

- *Access to scripts (this is a copy of the marked exam paper that you can use to decide whether to request a review of marking or clerical re-check.)*
- *Review of marking (includes a clerical check. A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking and make sure all the marks are counted. This is NOT a remark).*
- *Clerical check (your paper will be checked to make sure that all pages were marked, all marks were counted and the result matches the marks on the paper).*

It is important to note that your result can go up, down or stay the same as a result of a request. There is no grade protection. If your grade goes down, that is the result you have.

Requests for post-results services must be made through the centre. You will be required to pay any associated fees before the request can be submitted. The fees and deadlines can be found on the awarding body websites.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Certificates will be available in the Autumn term of the following academic year. Our website will be updated to inform you of the collection arrangements.

We only hold certificates for the current year + 5 years. After this time, unclaimed certificates will be securely destroyed and you will be required to pay a fee to the exam boards for a replacement.

Refer to [GR 5.14](#)

Internal appeals procedures

Our Internal Appeals procedures can be made available upon request or found here: <https://www.stfrancis.cc/teaching-and-learning/examinations/> .

Refer to [GR 5.7](#) and [5.13](#)

Complaints and appeals procedure

Our Complaints and Appeals procedure can be made available upon request or found here: <https://www.stfrancis.cc/statutory-information/> .

Refer to [GR 5.8](#)

JCQ Unauthorised items poster

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



AQA

City & Guilds

CCEA

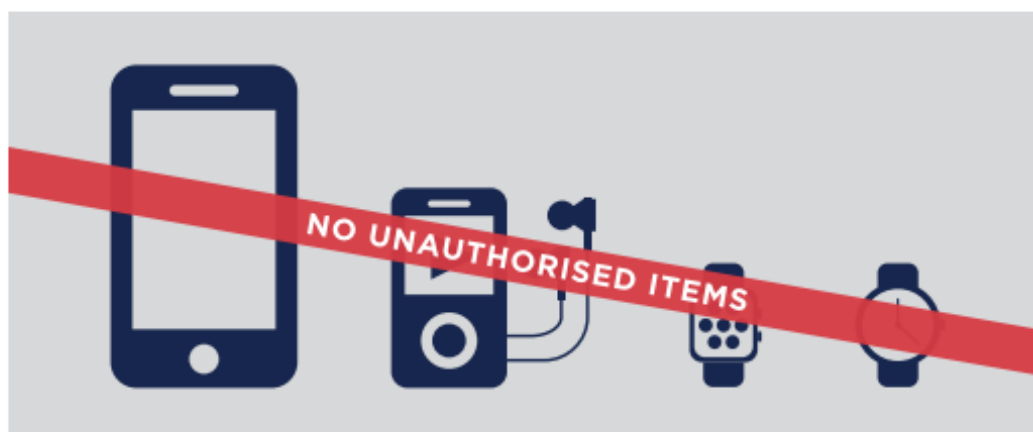
OCR

Pearson

WJEC

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

**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
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

JCQ Information for candidates

The following documents can be found on the SFA website <https://www.stfrancis.cc/teaching-and-learning/examinations/> :

- Information for Candidates – written exams
- Information for Candidates – non exam assessments
- Information for Candidates – coursework
- Information for Candidates – privacy notice
- Information for Candidates – social media