

JSTC



ALFORD

EXAMINATION HANDBOOK
IMPORTANT INFORMATION
2023 - 2024

This handbook contains very important information for all students sitting GCSE and other Examinations at JSTC. It is a very important time of your life and we endeavour as a school to make the process as stress free as possible. You need to understand the importance of what is expected of you and what the possible sanctions could be if malpractice (cheating) is suspected or committed. The Joint Council for Qualifications (JCQ) is an organisation who sets out the rules and regulations for conducting examinations in schools. The rules are there to ensure that all students taking exams are given equal opportunity to succeed and ensure fairness no matter where you are in the country.

Please read this booklet carefully, if there is anything you need clarification on or you have questions that are still unanswered, please see Mrs Bishell the Examination Officer, who will be happy to help.

1. Important Notices for Candidates from JCQ
2. Rules of Conduct in the Exam room
3. Appeals Procedure
4. Results Day
5. GCSE Calendar Summer 2024 **PLEASE NOTE: JCQ CONTINGENCY DAY WEDNESDAY 26TH JUNE 2024 AND THE AFTERNOONS OF 6TH & 13TH JUNE - ALL STUDENTS MUST BE AVAILABLE UPTO AND INCLUDING THIS DAY IN CASE OF DISTRUPTION TO ANY OF THE SUMMER EXAMS. THIS COULD BE A LOCAL OR NATIONAL DISTRUPTION.**
6. Emergency Evacuation Procedure during Examinations
7. Empty Pocket Policy

Know the rules - check out the JCQ website below for all up-to-date information

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



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

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

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



2. Rules of Conduct in the Exam Room

All exams have strict rules and if you break the rules (deliberately or accidentally) you will be penalised and could even be disqualified from ALL your subjects. This is not a threat – it does happen.

An examination is regarded as being in progress from the time you **ENTER THE EXAM ROOM** until all exam papers have been collected and you leave the room. Breaking the rules is likely to lead to disqualification.



- Irregular Conduct (behaviour of a candidate which makes it impossible for other candidates to take the examination in normal, SILENT conditions) must and will be reported to the Board.
- Mobile Phones – if you are found with a phone once the exam has started the Awarding Body **will** be informed and action taken. This now also includes **ALL Watches** these must be put in your bags and will be locked up in the secure bag container.
 - The Awarding Body makes the decision as to what appropriate action will be taken depending on the evidence that is provided to them. But for example it could mean loss of marks for that paper or loss of marks for the whole subject. It could even mean loss of qualification for any subjects taken with that Awarding Body. They also have the option to advise other Awarding Bodies so you could lose all your qualifications.



So make sure that you do not take any unauthorised material or devices into the exam room!

Exams are big events – remember the rules and follow the procedures. It is your responsibility to understand the information given in this handbook and available from www.jcq.org.uk/exams-office/information-for-candidates-documents

- **Before the Exam** – Make sure you use the toilet before the exam starts, students will only be allowed to leave the exam room in an emergency or on medical grounds. The time lost going to the toilet is not added on – this is valuable time lost.
- Ensure you have all your equipment required for the exam – Clear, see through pencil case only. You can only use a black pen – no gel pens. Calculators must have the lids removed and any storage facility cleared.
- **Starting the Exam** – listen to the invigilator and do what you are asked; tell the invigilator if you think you do not have the right paper or equipment; if you have a problem (feel ill, or need more paper), put your hand up and wait.
- **During the Exam** – you must NOT TALK or disturb another candidate in any way – the tapping of the table or shuffling of your feet can be very disturbing to others around you. If you continue to disturb others it will be reported to the Board.
- Don't ask for explanations of the questions – you won't be given any.
- Do not turn around in your seat; you must face forwards at all times.



- **At the end of the exam** – ensure that all your personal details are on the front of the exam paper (your name, candidate number and centre number).
- Any additional sheets must be put in the correct order and placed inside your exam paper ensuring all personal details are included on the front of all the sheets.
- You may not leave your place until you are told to do so by the invigilator
- Do not take from the exam room any used or unused exam papers or materials.

Examinations are normally held in the Sports Hall or Main Hall for most students. If you are to sit your exam in a different room you will be notified prior to the exams starting. If you are unsure, please go to Learning Support or see the Examination Officer.

Morning exams normally start at 9.00am.

Afternoon exams normally start at 1.30pm (to allow for transport home, this could be earlier depending on the length of the exam)

Any differences to these start times you will be notified in advance.

Your individual GCSE timetables will be issued once entries have been made usually March/April time. When you receive your individual timetable part of your responsibility is to check that you have been entered for all your subjects and at the correct tier and that your personal information is correct. If there is a problem, in the first instance please see Mrs Bishell, the Examination Officer who will check this out for you.

If you have two exams timetabled at the same time this is known as a 'clash'. You will still be able to sit both examinations – the Examination Officer will advise you in advance as to which one you will sit first. You will be able to have a short-supervised break in between the two exams before commencing the second one. The supervised break will take place in the exam room.

School uniform **MUST** be worn for all exams.

If you are too ill to attend an exam you **MUST** let the school know well before the exam is due to begin and get a doctor's note. Exams cannot be sat on a different day; a missed exam is a missed grade. Any missed exam where there is not a legitimate reason your parent/carers will be invoiced for the cost of the missed exam.

3. Appeals Procedure

Any internally assessed and marked components for a qualification by your teachers; marks will be given to you prior to submitting them to the Awarding Body. This will be done in a time frame to allow you to appeal this mark awarded by your teacher if you do not agree with it. JSTC's Appeals Policy is available on our website or you can request a copy from Mrs Bishell, Examination Officer. Deadline dates for appealing will be communicated to you by your teacher.

4. Results Day

Exam Results Day – Thursday 22nd August 2024 – 9.00am – 11.00am

If you are unable to collect your results then you may give permission for someone else to collect on your behalf. If this is the case you must give written consent prior to them coming in – we will accept an email to exams@jstc.org.uk. Include information as to who this will be and if they are not known by JSTC then photo ID will be required.

A member of the Senior Leadership Team (SLT) will be available on results day to discuss any concerns you may have with the results you have received. JCQ/Awarding Bodies provide a Post Results service where an application can be submitted for:

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation)
This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

Please discuss the best options with a member of SLT on results day. Any Appeals will be treated in line with our Appeals Policy that is available on request and is available on our school website. Please ask Mrs Bishell, the Examination Officer if you would like a copy.

GCSE Certificate Collection for Y11 will be in November 2024 (exact date to be advised). The school will be open for one evening between the hours of 4.00pm and 7.00pm so you can collect your certificates. If you are unable to attend during these hours, then they can be collected during normal school hours. If you are unable to collect them yourself the Examination Officer needs to receive a letter or email from your account informing her of who will be collecting on your behalf. We cannot release them without your permission, and they cannot be posted home as they need to be signed for. These are important documents, and you will need them to prove your exam results. The school will keep them for 3 years from the date of the certificate evening and then they will be shredded. It will then be your responsibility to contact each Awarding Body to obtain replacements. Any charge incurred will be paid by you.

6.

Emergency Evacuation Procedure

In the event of an emergency alarm, the following procedures apply during all Examinations:

- **Remain calm and seated until you are asked to evacuate the Sports Hall. If you are in a separate room the invigilator will advise you what to do.** You are still under exam conditions so please do not communicate with fellow students.
- **If told to evacuate the Sports Hall do so by the fire exits located at the far end of the Sports Hall. An Invigilator will lead you out to the assembly point. Please leave all belongings on your exam desk.**
- **The assembly point is behind the rugby post along the side fence leading onto the lane, you will see there are letters that will correspond to the row you are sitting in. Line up in the correct row and remain in silence.**
- **Invigilators will take a roll call.**
- **If you are *not* sitting the exam when the fire alarm goes off, you will go to your usual tutor group assembly point for a roll call to be taken by your tutor.**
- **Once the all clear has been given - you will be asked to re-enter the Sports Hall to go back to your seat. The time that you have missed will be added on so you will not be disadvantaged.**
- **Please remember that you are still under exam conditions any breach of the regulations could mean disqualification from your examination.**

7.

EMPTY POCKET POLICY



We have an 'Empty Pocket Policy' during all examinations at JSTC. Whether they be mock or the real thing.

This means that students sitting examinations at JSTC will have nothing in their pockets – Mobile Phones, Notes, headphones etc...

Please ensure that all mobile phones and any other electronic devices are switched off and away in your bags. **No Watches** are allowed on your person so please ensure these are also away in your bags too. Also any AirPods, Earbuds or earphones must put away and not brought into the exam room.

Although we provide a locked container to put all your belongings in during exams, JSTC is not responsible for any device brought into school, you do this at your own risk. If you are worried about them then please **LEAVE THEM AT HOME.**

If you are found with anything on your person during or after the exam, then sanctions will be put in place. This is a serious breach of exam regulations set down by the Joint Council for Qualifications (JCQ). Please ensure that you are familiar with these regulations by visiting the following website for all up-to-date information.

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

**It is just not worth losing years of hard work so
EMPTY YOUR POCKETS!**