



Manor High School

Excellence ~ Inspiration ~ Resilience ~ Respect

Candidate Exam Handbook

2022/23

This handbook is reviewed and updated annually

Produced/reviewed by	
Exams Officer	
Date of next review	October 2023

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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**. This may be found on the JCQ website, under [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.

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media may be found on the JCQ website 'Information for candidates'. They may also be found as appendices at the back of this handbook.
- Assessments will take place within the assessment window as determined by Heads of Department and Awarding Bodies.
- Teachers will inform candidates about assessments; deadlines, how work is marked/assessed, which NEA work is externally marked/assessed etc. This information may be found in the centre's NEA policy, which is on the school website and can be made available on request, from the school's Exams Officer.
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre assessed marks) – this information may be found in the centre's Internal Appeals policy, found on the school website or by request from the Exams Officer.

Further information may be found in '**non-examination assessments**', and the '**Information for candidates**' documents on the JCQ website see also appendix 1 and 2

Written timetabled exams

Candidates are provided with a Candidate statement of entry to check that personal details and exam entries are correct. If the information regarding personal details is incorrect, the Exams Officer must be informed as soon as possible. If the information regarding exam entries is incorrect, the Head of Department should be informed, and they will contact the Exams Officer directly.

Candidate exam timetables will be issued to all candidates prior to their exams taking place. This is to ensure that all candidates know the date and time of all their exams/assessments, as well as any relevant information regarding seating arrangements, exam rooms etc.

The JCQ information for candidates documents – written examination, social media etc – may be found as appendices in the back of this handbook.

Exam room posters: Warning to candidates, Mobile Phone etc, are provided as appendices at the back of this handbook. They are also displayed prominently outside each exam room.

Supervision during your exams

Exams are supervised by a team of invigilators, Manor High staff who are part of the exams team. Invigilators must follow strict rules and regulations when conducting exams, as directed by JCQ and awarding bodies.

- Photographs and names of invigilators will be shown to candidates in an exam's assembly presentation.

Exam room conditions

Candidates are invited into the exam room by the lead invigilator or Exams Officer.

Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. Formal exam conditions are defined as candidates having no communication – verbal or non-verbal – with another candidate. Candidates must raise their hand to attract the attention of invigilators.

Candidates must not have access to mobile phones, watches, or any other web-enabled device while they are in the exam room.

Candidates 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.

The information displayed in the exam room is as follows: centre number, subject title, paper number, date, start and finish times of the exam. Clocks are also visible within the exam room.

In addition, any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this must not be completed until instructed to do so by the invigilator.

Unless there is a known medical issue, candidates are **not** permitted to leave the exam room to use the toilet in the first hour of the exam, or the last half an hour of the exam. This is to minimise disruption to other candidates.

Where you will sit in the exam room

Candidates are seated in candidate number order, front to back. Seating plans are displayed outside the exam room.

If you lose your candidate timetable, see the Exams Officer who will be able to provide you with a new one.

- If you cannot remember where you are sitting, or cannot find your desk, approach an invigilator before the exam begins. They will have copies of the seating plan. A seating plan will also be displayed outside the exam room.

How your identity is confirmed in the exam room

Manor High School's process for this is candidate cards, which you have seen in PPE exams. Candidate cards display your photograph, name, candidate number, centre number and centre name.

JCQ regulations (ICE 16) state that centres must be able to verify candidate identity, so you **must not** in any way destroy or deface your candidate card.

What you should not bring into the exam room

JCQ regulations are very strict on unauthorised materials. [ICE 18]

The following items must not, under any circumstances, be brought into the exam room.

Potential technological/web enabled sources of information such as:

- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- Watches
- Any other internet enabled devices

If these regulations are breached, the consequences for you could be severe and may lead to complete disqualification from every exam with an awarding body. For example, a mobile phone brought into an AQA Maths exam may lead to disqualification from AQA Maths, Science, English Literature and Language, French, Spanish, Design, Food etc.

Even mistakenly bringing unauthorised items into an exam room can lead to disqualification. You must ensure you leave mobile phones etc in the containers with your bags. You will be reminded of this by centre staff and by the lead invigilator before the exam starts.

If you hand your mobile phone in to an invigilator before the start of the exam, you must **switch it off (not on silent mode)**, and you will be given a corresponding raffle ticket which you must present after the exam in order to retrieve it.

Food and drink in exam rooms

It is the policy of the centre that **no food** (including chewing gum, sweets etc) may be brought into the exam room.

The only drink which may be brought into the exam room is water. Water must be kept in a transparent bottle without packing or labels on it.

What you should wear for your exams

Candidates should wear school uniform as per the school's uniform policy.

Where your personal belongings will be stored during your exam

Bags, coats and unauthorised materials will be stored in the shipping container near the bike shed. This will be kept locked through the duration of the exam, and unlocked by the Exams Officer.

What to do if you arrive late for your exam

If you arrive late for an exam, the following procedure will be adhered to:

- Late arrivals are counted as those candidates who arrive between 09:00 and 10:00 for AM exams, or 13:30 and 14:30 for PM exams.
- Candidates who arrive late must be allowed the full time for the examination.
- If you are late, you must go to reception, who will contact the Exams Officer.
- You will store your things in the shipping container and the Exams Officer will escort you to the exam room.

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

In the event of an emergency in the exam room, you must follow the instructions of the invigilators.

If the exam room is evacuated (in case of fire, for example), the invigilators will take you to the fire evacuation point until the all-clear is given. In such a circumstance you must stay under exam conditions.

Candidates with access arrangements/reasonable adjustments

Candidates with Access Arrangements will have been informed of these ahead of time by the SENCo (Mrs V Mehta) or the Exams Officer (Mrs A Mururajani).

Those candidates with extra time only will sit in one of the main exam rooms.

Candidates with other access arrangements will be told where they are sitting on their exam timetable.

Some candidates may also have access to a reader and/or a scribe. **You must ask the invigilator to read and/or scribe to you in this case.**

Results

GCSE Results will be released on 24th August 2023.

Information on the procedure for results day will be confirmed to students closer to the time.

You will receive a provisional statement of results, i.e. they do not take into account any appeal outcomes which you may wish to apply for.

The Exams Officer, members of the school's senior leadership team and heads of department will be present on results day.

Uncollected results will be stored securely by the Exams Officer.

If you are unable to collect your results in person:

- You should give the Exams Officer a stamped and self-addressed envelope so that these can be posted to you.

If someone else is collecting your results, they must bring in the results collection form, filled in by you (found in Appendix 9 of this candidate handbook), along with photographic ID to prove their identity.

More information on this will be released when the procedure for results day is sent out.

Post-results services

Post-results services are offered by awarding bodies. In a normal exam year, fees for post-result services vary according to awarding body and the service chosen. More information on fees will be made available to candidates and parents/carers on Results Day.

There are 3 types of post-results services.

1. Clerical re-check.
2. Review of marking
3. Re-moderation (available only to a whole cohort where a centre's moderation has been challenged).

Copies of scripts may also be requested by the school to aid future teaching and learning; candidates will be asked for their consent for this ahead of the GCSE exams.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.



Joint Council for
Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

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Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

**Information for candidates**

Written examinations

With effect from 1 September 2022

Produced on behalf of



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B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "Information About You and How We Use It"



Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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

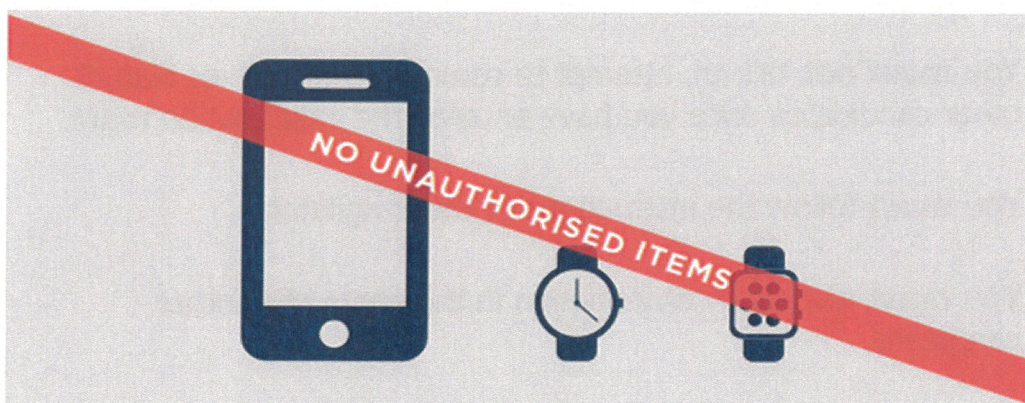
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO 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.

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