



Candidate Exam Handbook

2021/22

This handbook is reviewed and updated annually

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Introduction

Wilson Stuart 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/awarding body instructions and information for candidates.

We aim to make the examination period as stress-free & successful as possible for candidates. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Organisations (or examination boards) set down strict criteria which must be followed for the conduct of examinations, coursework, controlled assessments and non-Examinations. Wilson Stuart School is required to follow them precisely.

The Joint Council for Qualifications (JCQ) produces several information notices which students are required to have made available to them in advance of exams.

Please note candidates MUST read appendices 1-8 carefully and be aware that breaking any of the examination rules or regulations could lead to disqualification from all subject exams. The school must report any breach of regulations to the Awarding Body who will make the final decision on penalties given.

Some of the questions you may have, are answered within this booklet. If there is anything you do not understand, any question that has not been addressed or if you or your parents have any queries, need help or advice at any time before, during or after the examinations please do not hesitate to contact the Examinations Officer:

Examinations Officer: Dannii Shipley

Email: d.shipley@wilsonstuart.co.uk

Telephone: 0121 373 4475

Remember, we are here to help.

GOOD LUCK!

Purpose of this handbook

- To support/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

General Candidate Information:

- **JCQ Governed Examination Boards:** AQA, OCR, Pearson & WJEC/Eduqas, NCFE
- **Wilson Stuart Centre Number:** 20285 Candidates will need to provide this number on the front of all examination papers for those exam boards which are governed by JCQ. The centre number will be displayed both inside and outside the exam room.
- **Other Examination Boards used:** ASDAN, BCS, English Speaking Board, The Princes Trust and The Learning Machine
- **Timetables & Statement of Entry:** You will receive an individual timetable and statement of entry showing your own specific examinations with details of date, time, duration of exam, venue and seat number as well as your name, date of birth and UCI/ULN Number. Please check these details carefully. If you think something is wrong you must see the Exams Officer, in the School Office immediately. These personal details will appear on your Learner Record & Certificates you achieve so it is important to check it now e.g. spelling of your name, date of birth etc. If mistakes are noticed after certificates are printed you will have to pay the exam board charge per certificate from £45 to correct them.
- **Q. Why do I need to check the details on my timetable?**
A. The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.
- **Candidate Name:** Candidates are entered under the name format of (Legal) First Name & Surname as shown on their Birth Certificate, e.g. Adam Smith. If a candidate has changed their name legally, evidence must be provided as soon as possible (in the Autumn Term of taking their exams) charges may apply after this date.
- **Candidate Number:** Each candidate has a four-digit candidate number. This is the number you will enter on all examination papers. It will appear next to your name on seating plans and examination registers. Please learn your candidate number. It will not change throughout your time at Wilson Stuart school.
- **Q. What do I do if I forget my Candidate Number?**
A. Candidate Numbers are printed on your exam TIMETABLE (always bring your timetable with you to exams and you will have all the information you need to sit the exam) Candidate Numbers are also on seating plans & registers which are displayed inside and outside of the exam rooms. Invigilators will be able to help you find your number. Alternatively, you can check it on the seating plan, before going into the exam room.
- **UCI Number:** In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20285) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.
- **ULN Number:** From January 2014, all candidates are required to have a Unique Learner Number (ULN). These are issued by the Learner Records Service to students aged 13 and above. This number will be transferred with you, if you change schools or move onto further education to allow other educational settings to track your qualifications.

- **Emergency Contact Details:** Please check that school has the most up-to-date contact number for you in case of an emergency.

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

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.

You may also want to make reference to your centre's **Managing Behaviour Policy** and/or **Malpractice Policy (Exams)**

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 (will be available on the school website)

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 (electronic copies will be published on the school website)
- **Q. When will assessments take place?**
 - A. For 2021/22 Wilson Stuart School Assessments will take place as follows:
 - Assessment Stage 1 (Mocks): from Wednesday 5th January to Friday 4th February 2022
 - Assessment Stage 2: February/March 2022 (dates to be confirmed)
 - Assessment Stage 3: April 2022 (dates to be confirmed)

- **Q. How will candidates be informed about their assessments?**
 - A. Candidates will be told verbally and in writing when the January Mocks will be taking place. For all other assessment stages, candidates will be informed by subject teachers in advance and will provide candidates with the necessary information, materials & revision to carry out the practical and written tasks
- Any relevant deadlines that must be met will be given to the candidates in advance either by the examinations officer, Subject Teacher or Senior Leader responsible for examinations
- **Q. How is work marked/assessed?**
 - A. Under normal circumstances (pre-pandemic) The teacher will mark any assessments/non-examination assessments which are then submitted at the end of April for External Moderation. This is where the exam board's check that the teachers have marked your work correctly these marks contribute to the overall exam results which are published in August. Before submitting marks, the teacher will provide feedback and your mark.

For Summer 2022, the government has decided that exams will go ahead, and they have taken into consideration that this year's cohort have been significantly disrupted and have put some support measures in place so no candidate will be disadvantaged, these measures are:

- Maths & Science Formulae sheets will be provided in advance and will be available in the live exam paper
- Some subject papers having reduced content and will be only assessing what has been taught
- Some subjects will have advance notification of the content on the exam papers, advance notice should be available by 7th February
- Some remaining subjects will remain the same

Further information on the above will be released to candidates in due course

- **Q. What is the Summer 2022 Contingency Plan?**
 - A. Although the government has confirmed that exams will be going ahead, they have asked schools to have a contingency plan in place for the unlikely event that exams have to be cancelled because of the pandemic. If this is the case in Summer 2022, students' grades would instead be determined by their teachers using a Teacher Assessed Grades (TAGs) approach similar to those used in Summer 2021. TAGs are based on teachers' assessments of the students work.

We have been advised that students taking GCSEs should be assessed under exam-like conditions wherever possible and we will be using TAG assessments in the upcoming mock exams that will take place in January. Student performance in these TAG Assessments, alongside assessments taken later in the academic year, may be used to determine students' grades in the event that exams may have to be cancelled again because of the pandemic. To give students the best opportunity to succeed, it is essential that all students attend and complete all Mock Examinations & TAG Assessments to the best of their ability as if they were real examinations.

Teachers are already working hard with students to support their preparation for these TAG assessments and Mock examinations and will be assessed on a wide range of taught content. Teachers will also inform students of the subject content that will be covered by the assessment to aid their preparation in lessons.

As the TAG assessment may be used to generate a students' grade, any student that attempts to gain unfair advantage during the centres delivery of assessments (for example, being in possession of a mobile phone, submitting fabricated evidence or plagiarised work) would constitute malpractice and centres must report these to the appropriate awarding organisations.

Students will be provided feedback including marks and comments following completion of the TAG assessments. It should be noted that any grade used to indicate the level at

which the student has performed is not a TAG. It is also not possible for teachers to determine a TAG unless we receive specific notification from the government that exams are cancelled. Students and parents should also be made aware at this point that, students will not be able to re-sit any mocks or TAG assessment to improve their marks/grade should these papers be required to calculate a TAG and be used and submitted to the awarding organisation as evidence in the event that exams may be cancelled

- **Q. When are candidates informed of their centre assessed marks?**

A. For Summer 2022 Assessments, marks and feedback will be given, in a timely manner after all assessments have been completed and prior to the deadlines set in the Internal Appeals Procedure which will be available on the school website

- **Q. Which NEA work is externally marked/assessed?**

A. Your subject teacher will advise you at the start of your course whether your exams will include an NEA and will also give advance notice when candidates will start to complete the NEA

Written timetabled exams

- **Candidate statement of entry:** Candidates must ensure they check their personal details such as full legal name (as stated on birth certificate) & date of birth. If the information provided is incorrect, candidates will need to speak with the Examination Officer ASAP to correct any anomalies and re-submit to the board **before 11th February** each year to avoid any charges. Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.
- **Candidate exam timetable:** Individual exam timetables will be provided to each candidate showing which written/practical examinations they have been assigned to. These timetables will show candidates the date and time of all their exams, which exam room, personal details, any access arrangements that have been assigned and the length of the examination. Candidates must pay particular attention to the start times of the examinations. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room in a single line until you are invited to enter by the examination officer or the invigilator. This is to allow time for candidates to be seated, identity to be checked, and examination papers to be opened & checked and for important information to be read out.
- **Seating Plans:** seating plans will be situated outside the examination room. The Invigilator and the Exams Officer will also have a copy of the seating plan on them when entering the exams room and will advise you on where you are sitting
- **Q. What do I do if I think I have the wrong paper?**

A. Invigilators will ask you to check the subject paper, exam code and tier before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.
- **The JCQ information for candidates documents – written examinations, social media:** Candidates must ensure they read the JCQ information for candidates documents for examinations which are located as an appendix at the end of this handbook, these can also be found on the school website
- **Exam room posters – Warning to candidates, Unauthorised items:** Exam room posters will be located inside and outside of the examination room for all. These will also be made available in the appendices section of this document and available on the school website

Refer to [GR 5.8](#)

Contingency day - Summer 2022

The awarding bodies have designated 29th June 2022 as a 'contingency day' for examinations. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations

On-screen tests

- Please follow Information for Candidates for On Screen Tests which is located as an appendix as the end of this handbook, these can also be found on the school website (*refer to the JCQ information for candidates document– on-screen tests*)

Refer to [Information for candidates – on-screen tests](#)

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

- Some candidates have exam clashes where;
 - Two subjects are timetabled at the same time.
 - A candidate has two or more exams in the same session.
- Q. What do I do if there's a clash on my timetable?
 - A. The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then may have a short, supervised break during which they must not have any communication with other candidates. They will then sit the second subject paper. Correct times will be on your individual candidate timetable
- Q. If I have more than one exam on a day can I get lunch at school?
 - A. Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch. If you are a clash candidate and are having a supervised lunch break, you will be escorted to and from the dining room.

Please note where clash exams occur, candidates must be supervised at all times until examinations have been completed.

Where you will take your exams

- All written examinations will take place in the Les Hayes Hall
- All other examinations will take place in specified classrooms unless the number of candidates is high in which case the Les Hayes Hall will be used.

What time your exams will start and finish

- For general qualifications the published starting time of all morning examinations is 9.00am and all afternoon examinations is 1.30pm. However; JCQ awarding bodies allow centres in the UK to start examinations up to 30 minutes earlier than, or later than, the published starting time for the session Therefore; Wilson Stuart School will;
 - Start Morning Exams at 09.30am
 - Afternoon Exams will start at between 13.00 - 13.30pm unless access arrangements such as extra time have been put into place, in which case please follow your timetable issued by the exams officer.
- Candidates must pay particular attention to the start times of the examinations. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room in a single line until you are invited to enter by the examination officer or the invigilators. This is to allow time for candidates to be seated, examination papers to be opened and checked and for important information to be read out.
- **Q. Can I leave the exam early?**
 - A. It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). A candidate may not leave the examination room without the permission of an invigilator.

Supervision during your exams

- All examinations are supervised by a team of invigilators.

- The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process and must adhere strictly to JCQ & exam board regulations.
- The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:
 - ensure all candidates have an equal opportunity to demonstrate their abilities;
 - ensure the security of the examination before, during and after the examination;
 - prevent possible candidate malpractice;
 - prevent possible administrative failures.
- Invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions; however, if you think there is a problem with the paper or a question once the exam has started, you will need to put your hand up and tell the invigilator who will contact the exams officer immediately to investigate. Candidates are expected to move onto another question until advice has been given.
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer or a member of the Senior Leadership Team.
- For some exams such as Art or Entry Level ICT the class teacher will act as the invigilator to give technical assistance; however, additional invigilators will be deployed to ensure the supervision of candidates and examination materials are maintained at all times.
- **Q. Can I go to the toilet during the exam?**
A. Only if it is absolutely necessary. You should make sure you visit the toilet before your exam in order to avoid this during the exam. Candidates who need a toilet break will be supervised and escorted to and from the examination room. Your exam time will be stopped by the Invigilator and the time missed will be added onto the end of the examination finish time.

Exam room conditions

- Candidates must arrive at least 10 minutes prior to the start time of their examination and wait quietly outside the exam room in a single line until you are invited to enter the room by the examination officer or the invigilators.
- 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 conditions are as follows:
 - Silence upon entering the room
 - Silence must be maintained throughout the duration of the exam unless you are speaking with your reader and/or scribe to whom you will need to speak very quietly too.
 - Do not attempt to communicate with, copy from, or distract other candidates
- Candidates must listen and follow any instructions given by either the exams officer or invigilator at all times. (There may be amendments to the exam paper candidates need to be made aware of)
- The following information will be displayed both inside & outside the examination room;
 - JCQ No Mobile Phone Poster
 - JCQ Warning to Candidates Poster
 - Centre Number
 - Quiet Signs
 - In case of an emergency Poster
 - The invigilator must ensure that a clock is present in the room and all candidates are able to view it
 - The Invigilator will also write on the board, the date, Subject Paper, Paper Code, Tier, Start Time & Finish Time before the exam starts.

- If candidates finish the exam prior to the finish time, candidates will be reminded to double check their paper to ensure; all questions have been answered to the best of their ability & all personal details on the front of the paper such as Full Name, Centre Number & Candidate Number have been completed, Candidates must ensure that they write their name exactly how it shows on their birth certificate failure to do so could result in the paper not being marked. Any additional answer sheets/booklets must also include the details held on the front of the examination paper and placed inside the first front sheet. Once a candidate is happy they have finished, they must put their hand up and wait for an invigilator to collect their paper and wait for permission to leave the room. Once your paper has been handed in you must leave the room in silence and show consideration for other candidates who may still be working.
- Do not draw graffiti or write offensive comments on examination papers, if you do the examination board may refuse to mark your paper.

Please note you will not be allowed back in the room if once you have completed the exam and left the room

Where you will sit in the exam room

- Seating plans will be displayed both inside and outside the examination room. If you are struggling to find your seat, please ask a member of staff within the room to help you.
- The room will be set out with several rows of individual tables for you to sit at; you must not sit with another candidate and must only sit at the table that has been assigned to you. If you have reader and scribe access arrangements, your key worker will be seated with you throughout the exam. The invigilation table will be at the front of the room.
- Candidates are normally sat in candidate number order. Candidates with access arrangements such as extra time will sit differently to the rest of the room i.e. at the back or side of the room to avoid them from being disturbed when others have finished and leave the room.

How your identity is confirmed in the exam room

- Before entering the examination room, the invigilator will check the identity of all candidates entering the room. School & 6th Form Students are not required to wear ID for Health & Safety reasons; identity will be checked through the candidates EHCP. Where the invigilator is unable to identify a candidate, the exams officer, key workers and SLT members will be able to identify candidates prior to entering the room.
- All college candidates MUST bring their college ID to all examinations to prove their identity

What equipment you need to bring to your exams

- Wilson Stuart School will provide the relevant equipment such as pens, pencils, rubbers, calculators, set texts and any other subject specific authorised exam equipment; however, you may also bring your own (please note that the Examinations Officer and/or Invigilator will need to check equipment first prior to going in the examination room).
- **Candidates must write all answers in Black Pen Only.**
- If candidates have any unauthorised material in an examination (whether or not they intend to use it) this may be considered as malpractice.
- In examinations where resources are not shown on the question paper, or on the stationery list (including those where calculators are not allowed) candidates will be warned that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised Items.
- If candidates choose to use their own stationery, any pencil cases taken into the examination room must be see-through.
- 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.

Using calculators

Wilson Stuart School will provide calculators for all examinations unless prohibited by the awarding body. Candidates may bring in their own calculator however they will be responsible for making sure personal calculators meet regulations which are listed below: (The exams officer will check personal calculators to ensure it meets the requirements of JCQ & awarding bodies)

10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

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.

What you should not bring into the exam room

Only materials that are listed on question papers are permitted in the examination room. Students, who are found to have any unauthorised material, will be reported to the appropriate examinations board. Using unauthorised materials in an exam will almost certainly result in disqualification from the paper or the subject concerned.

Bags, coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school when you attend for an examination. Mobile telephones must not be brought into the exam room even if they are turned off.

- iPod's, mobile phones, iwatches, mp3/4 players, wrist watches which have data storage, smart watches and any potential technological/web enabled sources of information are not permitted in the examination room. If a mobile phone (or any other type of electronic communication or

storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report will be made to the appropriate exam board. No exceptions can be made. Phones can be locked away in class lockers for safe keeping BEFORE the start of an exam; candidates must ensure that these are switched off. Candidates must also switch off any watch alarms.

- Correction pens, fluid or tape, erasable pens, highlighters or gel pens must not be used in your answers
- Revision Notes, Guides etc
- Normal Wrist Watches are no longer allowed in the examination room
- Q. Why can't I bring my mobile telephone into the exam room?
A. Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) may be regarded as cheating and is subject to severe penalty from the awarding bodies:
The minimum penalties are as follows:
 - Device found on you and turned ON - disqualification for the entire subject award.
 - Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.
 - Phone rings during the exam wherever it is in the room the exam board must be informed and you may be disqualified from all papers for the subject (including any already taken).
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- Candidates must take off any normal/standard wrist watches in the exam rooms and must be placed on the candidates desk in view of the Invigilator)

Food and drink in exam rooms

- Healthy food and drink may be allowed at the Head Teachers discretion however, this is on the condition that **any food and drink brought into the examination room is free from packaging, placed in transparent containers and free from labels.**
- Sweets, Chocolate, Crisps, Cake, Chewing Gum, and Fizzy Pops & Energy Drinks are not prohibited in the examination room and will be confiscated until the end of the day.

What you should wear for your exams

- All candidates must wear their school uniform

Where your personal belongings will be stored during your exam

- Mobile Phones to be switched off and handed into your Form Tutor to be locked away in classroom lockers prior to the exam starting.
- Other Potential technological, web enabled sources of information such as an iPod, mobile device, MP3/4 player, a smartwatch or wristwatch which has data storage, must be switched off and handed into your Form Tutor to be locked away in classroom lockers prior to the exam starting.
- Bags & Coats must be taken off and placed at the front of the exam room.
- All normal/standard watches are to be removed and locked away in classroom lockers
- Any items handed into the invigilator will be placed into an envelope with the candidates name clearly shown.

What to do if you arrive late for your exam

- Candidates who arrive late but within 30 minutes of the start of an examination may still be admitted. Late arrivals must be reported to the exam board and they may refuse to mark the exam paper. If special consideration applies then you must speak to the Examinations Officer
- **Q. If I'm late can I still sit the examination?**
A. Provided you are not more than 1 hour late, (or less for a shorter exam) it may still be possible for you to sit the examination. You should get to school as quickly as possible and

report to Reception. The examinations officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

- You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. You cannot sit the exam once the normal end time of the exam has been reached.

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

- **Q. What do I do if I have an accident or am ill before the exam?**
- A. Inform school at the earliest possible point so we can help or advise you. In the case of an accident where you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf
- **Q. What is an Appeal for Special Consideration?**
- A. Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
- **Q. What do I do if I feel ill during the exam?**
- A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and state whether you feel this may have affected your performance.
- **Q. If I miss the examination can I take it on another day?**
- A. Timetables are regulated by the exam boards, and you must attend on the given date and time. There are no exceptions. Misreading the timetable is not an acceptable excuse for missing an exam. Only in unprecedented circumstances such as a National Emergency will a student be able to take the exam at another time

What happens if you have an unauthorised absence from **your exam**

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- If you are absent from an exam, you will **NOT** be able to complete it on another day

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

- **Q. What do I do if the fire alarm goes?**
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident

Candidates with access arrangements/reasonable adjustments

- Candidates with additional learning needs or physical disabilities may be entitled to access arrangements to allow candidates to access examinations fairly who would be at a substantial disadvantage.
- The SENCO within school will assess reading, writing, typing & listening skills to see whether additional help is required. The exams officer will then process an application for access arrangements to the exam boards who will either approve or reject, where the applications are rejected, school may appeal, and further evidence needs to be provided
- Candidates will be informed in writing of all access arrangements if entitled either at the mock examinations or shortly after once the boards have confirmed their decision
- **Q. I am entitled to extra time – how will this affect the way I take my exams?**
A. Some students receive an allowance of extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Results

- Results will be held on Thursday 25th August 2022 however, due to the pandemic, further details on how to collect results and times will be confirmed in the Summer Term
- Candidates will have the opportunity to meet with Senior Leaders to discuss results and any options going forward.
- **If you wish for any other person (including family members) to collect your results on your behalf or if you prefer for your results to be posted out, you must give your written authorisation to school before Friday 1st July 2022**
- No Results will be given out over the telephone; any unclaimed results will be posted out at the end of the results day.

Post-results services *(Due to the pandemic and government measures put in place for Summer 2022, Centres are awaiting further guidance from the exam board and the below information could change prior to exam results being released)*

- **Enquiry about Results (EARs) Services Available:** *(Costs apply to this service which will be published in the summer 2022 term. These costs are payable by the student prior to the service being applied for)*
 - **Clerical Check (Service 1):** This is a re-check of all clerical procedures leading to the issue of a result. This service will check that all parts of the script have been marked, the totalling of marks & recording of marks.
 - **Review of Marking (Service 2):** This is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a remarking of the script. This service will include the clerical re-checks detailed in service 1 & a review of marking
 - **Access to Scripts (ATS) Services Available:** *(Costs apply to this service which will be published in the summer 2022 term. These costs are payable by the student prior to the service being applied for)*
- Requests for post-results services must be made through the centre
- Further information will be available in The centre's **Access to Scripts, Reviews of Results and Appeals Procedures** which will be available and updated in the Spring Term once we have further information released from the boards due to the pandemic.
- Original Marked Paper or recording: Wilson Stuart School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Candidates will be informed about the deadlines, fees and charges for these services in the Spring / Summer Term 2022 once the boards have released the information
- **Student written consent will be required along with any monies owed paid prior to submitting any appeals**
- **Q. What do I do if I don't get the grades I need for college?**

- A. EARs may be requested by a candidate following the release of results, approval will be at the discretion of the head of centre. A request for a re-mark or clerical check requires the written consent of the candidate, outlining the details of the complaint and stating the reason for the appeal within a selected timeframe (TBC) Candidates can raise their concerns with senior members of staff who will be available on results day to discuss results and any concerns over grades. Senior leaders will liaise with the examinations officer on the options available to query the grade/mark. If a result is queried; the examinations officer will investigate the feasibility of asking for a remark.
- All decisions on whether to make an application for EARs will be made by the Head Teacher at Wilson Stuart School. If the Head Teacher accepts the appeal, the cost of the EARs will be paid by the Student prior to the application being made.
 - Candidates should be aware that this process may result in a grade awarded being either lowered, stay the same or awarded higher.
 - Requests must be carried out quickly within the strict deadlines outlined below.
 - Speak with senior leaders on results day or alternatively contact the Examinations Officer with 10 working days from the results release date to discuss the mark and raise concerns.
 - Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry.
 - The Examinations Officer will forward a copy of the consent form to the Subject Teacher including any notes from the discussion with the candidate.
 - The subject teacher should review the student's marks and discuss with them the best way forward taking into account the breakdown of marks and grade boundaries and the students predicted grades. If the Subject Teacher wishes to proceed with the enquiry, they will need to seek approval from Faculty Leaders and SLT. Ultimately the final decision will be made by the Head Teacher.
 - If all parties are in agreement to make the enquiry, the request should be submitted to the Examinations Officer in writing including approval given at least 2 working days before the published deadline for EARs. The cost of the enquiry will be met by the student prior to the application being made. Failure to submit approval and candidate consent will result in the enquiry not being submitted to the Awarding Organisation.
 - If the school does not support the enquiry, the student still has the right to proceed; however, the candidate will be required to pay all costs involved at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Examinations Officer before the published deadline for Enquiries about Results.
 - The outcome of all enquiries about results will be made in writing by Examinations Officer to the candidate within 24 hours of receipt from the Awarding Organisation.
 - All processing of EARs will be the responsibility of the Examinations Officer, following JCQ guidance
 - Candidates will be notified about the deadlines and fees for the above post results services in the summer term, information will also be made available on results day.
 - Requests for post-results services must be made through the centre, awarding bodies will only accept applications for reviews of marking from centres and not from candidates or their parents. Candidates will need to provide written consent by completing a form which can be obtained on results day from the Examinations Officer

Certificates

- Pandemic depending, a Presentation Evening will take place in November 2022 and we hope that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the Exams Officer after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Wilson Stuart School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they

can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per certificate for examination board (fees from £43). You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them in a safe place.

Internal appeals procedures

Internal appeals procedures / Complaints and appeals procedure

- If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Wilson Stuart School encourages him/her to try to resolve this informally in the first instance by telephone to either the subject teacher or examinations officer. If a complaint fails to be resolved informally the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.
- How to make a formal complaint
 - A complaint should be submitted in writing by completing a complaints and appeals form
 - Forms are available from the Examinations Officer
 - Completed forms should be returned to the Examinations Officer
 - Forms received will be logged by the centre and acknowledged within 10 working days
- How a formal complaint is investigated
 - The head of centre will further investigate or appoint a member of the senior leadership team who is not involved in the grounds for complaint and has no personal interest in the outcome to investigate the complaint and report on the findings and conclusion
 - The findings and conclusion will be provided to the complainant within 3 working weeks
- Appeals
 - Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.
 - Any appeal must be submitted in writing by again completing a complaints and appeals form
 - Forms received will be logged by the centre and acknowledged within 10 working days
 - The appeal will be referred to Chair of Governors for consideration
 - The Chair of Governors will inform the appellant of the final conclusion in due course

Please note, depending on the awarding bodies deadlines and procedures due to be announced in the Spring/Summer Term, the above dates and guidelines may change prior to the release of candidate results.

Complaints and appeals procedure

- Internal Appeals & Complaints procedures are two different policies and can be found on the school website

JCQ Information for candidates - coursework

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

- Appendix 1: Information for candidates - Coursework 2021-2022
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 2

JCQ Information for candidates – non-examination assessments

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

- Information for candidates – non-examination assessments 2021-2022
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 3

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

- Information for candidates – on-screen 2021-2022
- <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 4

JCQ Information for candidates – written exams

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

- Information for candidates – written exams 2021-2022
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 5

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 – Privacy Notice 2021-2022
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix 6

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

- Information for candidates – social media
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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.*"

- *Unauthorised items poster*
<http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates poster*

This poster will be displayed outside each exam room. You **must** note all the warnings.

- Warning to candidates
<http://www.jcq.org.uk/exams-office/exam-room-posters>

Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to **Dannii Shipley / Examinations Officer** by **Wednesday 5th January 2022**

If there is anything you do not understand, you should ask **Dannii Shipley / Examinations Officer** for clarification.



Candidate Exam Handbook

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2021-2022 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY