

St. Gregory's Catholic High School Exam Handbook 2022/23



This handbook contains valuable advice for examinations held at St Gregory's and is reviewed and updated annually. Please read carefully and retain for future reference. If there are any questions please contact afaulke@stgregoryshigh.com

Produced/reviewed by	
Alison Faulke	
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Headteacher
Mr E McGlinchey BSc (Hons) NPQH & NPQEL

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Introduction

St Gregory's is committed to ensuring that candidates are fully briefed on the examination 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 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*

Malpractice

- *Malpractice means any act or practice which is in breach of the Regulations*
- *To maintain the integrity of qualifications, strict Regulations are in place*
- *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 the current [Information for candidates – social media](#)

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.

For more information, please refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Use of Personal data

- *The awarding bodies collect information about exam candidates*

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

Copyright

Examples

- *The copyright of any form of 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](#)

Written timetabled exams

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1.00pm**

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam all efforts will be made to ensure you receive full time but there is no guarantee that the Examination Board will accept the script. **If you know that you are going to be late contact the school (01925 574888) as soon as possible**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see a member of the exams team. Refer to [GR 5.8](#)

Contingency days - Summer 2023

The dates that have been set aside as the contingency days are **Thursday 8th June and Thursday 15th June 2023 (afternoons only) and Wednesday 28th June 2023 (all day).** This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 28th June 2023.

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 few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Manager immediately if you think there is a clash on your timetable.

Refer to [ICE 7](#)

Where you will take your exams

All room and seating information will be provided on your candidate timetable.

Supervision during your exams

Exams are supervised by a team of invigilators, both internal and external. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They 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.

- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team

Exam room conditions

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room or in the dining hall until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. If the candidate arrives late, they will be allowed the full time for the examination

Full School Uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

For Mathematics and Science exams, students should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the exam room.

Do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile Telephones **MUST NOT BE IN YOUR POCKET IN THE EXAM ROOM** even if they are turned off. Please ensure they are turned off and in your bag. If you accidentally take one in, you should leave it with the Lead Invigilator. Watches cannot be worn in the exam room and must be in your bag at all times.

If you are found with a mobile phone or watch once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam hall if necessary. These MUST be clear bottles with a spill-proof cap. There MUST be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and can also be looked on negatively by the exam boards as access to illegal information. REMEMBER WE HAVE A PLAN, WE KNOW WHERE YOU WERE SITTING.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Candidates must not open the question paper until the examination begins

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

Refer to [ICE 19](#)

How your identity is confirmed in the exam room

You will be supplied with a candidate card to place on your desk for all examinations. Please do not deface or damage the card during exams.

Refer to [ICE 16](#)

Using calculators

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.

(Captured from [JCQ Instructions for conducting examinations 2022-2023](#), section 10.3 on 8 September 2022)

Where your personal belongings will be stored during your exam

All bags and coats will be stored in front of the hall or exam room and only material necessary for the examination taken to your exam desk.

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

If you are unwell and are unable to attend an exam it is vital you phone the school first thing in the morning (01925 574888) to inform us. You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If you are feeling unwell during the exam please raise your hand and an invigilator will assist you. Do not attempt to leave the exam room unaccompanied as you will not be able to enter the exam room again if you have left without supervision.

What happens if you have an unauthorised absence from your exam

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board.

Refer to [ICE 22](#)

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

If the FIRE ALARM sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you MUST 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 else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties

These will all be approved before examinations commence but emergency concessions can be applied on the day for sudden accidents eg broken limbs etc

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken and any components within the qualification

Results day for Summer 2023 is 24 August 2023.

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

Post-results services

A number of post results services will be available on receipt of results. All documentation on how to access these will be included with your results slips. Including information regarding their deadlines and charges.

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

Certificates

Certificates will be available for collection in November 2023, either through collection at a celebration evening or collection from Reception after the celebration evening. Details of the date will be made public in September 2023.

Refer to [GR 5.14](#)

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2022-2023 <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 2022-2023 <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).

[Insert the document *Information for candidates – on-screen 2022-2023* <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.

[Insert the document *Information for candidates – written exams 2022-2023* <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 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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 or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*



AQA

City & Guilds

CCEA

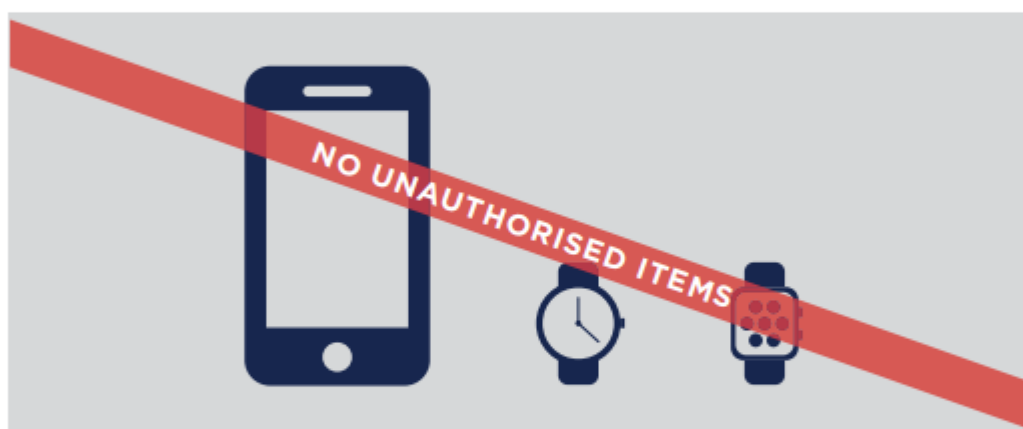
OCR

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.

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.

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 **Alison Faulke (Examinations Manager)** by **31/3/23**.

If there is anything you do not understand, you should ask **Alison Faulke** 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 2022-2023 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