



Guilsborough Academy

Guilsborough Multi Academy Trust

CANDIDATE EXAM HANDBOOK 2023/24

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Introduction

Guildsborough Academy 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

To maintain the integrity of qualifications, strict regulations are in place, and this is referred to as Malpractice. 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.

Potential sanctions against candidates could range from a warning to loss of marks but can lead to the disqualification of a subject.

Information for candidates – social media

Things not to do on social media:

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

Research and Using References

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should also show the date the content was generated. E.g: ChatGPT 3.5 (<https://openai.com/blog/chatgpt>). 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

This involves taking someone else's words, thoughts and ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously and may lead to loss of marks or disqualification from a subject. The Malpractice Policy goes into this process in more detail.

Personal data

The awarding bodies collect a lot of information about exam candidates whilst processing the delivery of examinations and assessments. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (a copy which is at the bottom of this booklet & on the exams section of the school website).

Copyright

- 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 their work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether to terminate such rights.

The JCQ general regulations booklet provides more extensive information on their website (link on the school website).

Coursework assessments/non-examination assessments

Not all assessments are exam based and there are regulations for coursework and non-examination assessments.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you must ask your teacher.

Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media is provided under the Exams section of the school website but covers the following: -

- When assessments will take place.
- How candidates are informed about their assessments.
- Any relevant deadlines that must be met (dependent on the assessment type).
- How work is marked/assessed etc...
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed etc...

The JCQ has the booklets, Instructions for conducting non-examination assessments, and Information for candidates documents which is on the Exams section of the school website and at the end of this handbook

Written timetabled exams

Before your exam season starts you will receive the following: -

- Candidate statement of entry (to check that personal details and exam entries are correct).
- 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...
- The JCQ information for candidates' documents – written examinations, social media (these are already on the school website and at the end of this handbook).
- Exam room posters – Warning to candidates, Unauthorised items (a copy of these posters are at the end of this document but are also located in exam information notice board and in the exams section of the school website).

Contingency sessions - Summer 2024

The contingency days for the June 2024 series are Thursday 6th June and Thursday 13th June 2024 (afternoons only), and Wednesday 26th June 2024 (all day).

On-screen tests

The rules for these tests are the same as written ones. Make sure you arrive at least 10 minutes before the start time as if you are late, your work might not be accepted. You should only take in the materials and equipment you are allowed. You must not take notes in and if you have been given blank paper for notes, these must be left in the exam room. 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.

The JCQ regulations for on-screen tests are on the exams section of the website and should be read before any such test to familiarise yourself.

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

If a timetable clash has been identified, there are regulations which need to be adhered to; but the exam timetable can be varied in certain circumstances.

If candidates are taking 2 or more examinations in a session and the total is more than 3 hours, an exam can be moved to an earlier or later session within the same day. If less than 3 hours, an examination cannot be moved but a short, supervised break of up to 20 minutes may be included within a session. This must be always conducted within the examination room under formal exam conditions (you cannot use the time to revise). Candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision until one hour after the published starting time for that examination.

Centre supervision means that a member of staff, or an invigilator will always be in the same room as the candidate(s).

You will not be allowed to be in possession of a phone during this time and are not allowed to mix with other students.

Lunch arrangements need to be pre-planned, so please bring a packed lunch.

Where you will take your exams

The exams will be taken in either the E block (Sports Hall, Drama Studio, or classrooms) or the SF block.

What time your exams will start and finish

The start time for morning exams is 9.00am and for afternoon exams, although the JCQ published time is 1.30pm, at Guilsborough they start at 1pm unless otherwise stated, due to the bus departure times at the end of the school day.

Supervision during your exams

Exams are supervised by a team of invigilators, and they must follow strict rules and regulations when conducting exams as directed by JCQ, awarding bodies etc.

Exam room conditions

Once you have placed bags (and switched off mobile phones) in the allocated storage area, you will be invited into the examination room by members of staff or invigilators. You must go straight to your allocated seat. At the front of the exam room the exam information will be displayed (centre number, date, subject title, paper number and actual start and finishing times).

From the moment you enter the room, you are under formal exam conditions until you are given permission to leave by the invigilators.

- Candidates must listen to and always follow the instructions of the invigilator in the exam room.
- Candidates must not communicate with or disturb other candidates.
- When instructed to do so by an invigilator, you should complete the information on the front of your answer books, ensuring that your first name and surname, candidate number etc matches the entry information shown on your candidate card.
- Candidates must not open the question paper until the examination begins.
- At the end of the examination, you must leave the room in accordance with the invigilator's instructions – you must remain silent.

Where you will sit in the exam room

You **must** sit in the exam room according to your individual exam timetable.

For exams in the sports hall, seating plans will be available outside E Block – however, staff members or an invigilator will also be able to assist if you need it. The sports hall will be set out in rows and will have the corresponding letter at the back of the room, with seat numbers down the side.

How your identity is confirmed in the exam room

The candidate card on your desk will have your photograph on it as well as your name and candidate number. **Do not** amend, write on, or destroy these cards.

What equipment you need to bring to your exams

It is your responsibility to make sure you have the correct equipment for your exams. It will NOT be supplied by the school.

Remember:

- Bring **black pens** (ink or ball point), pencils, rubber, sharpener, ruler and any specialist equipment such as a calculator for maths or science exams.
- Any pencil cases **must** be see-through. Any cases containing geometry equipment or spectacles must also be see-through.
- No gel pens, correcting pens/fluid/tape, erasable pens, or blotting paper are allowed.
- Highlighter pens must not be used in answers; however, they may be used to highlight questions, words, or phrases within the question paper.
- **Calculators** must be:
 - of a suitable size for use on an exam desk
 - either battery or solar powered
 - free of lids, cases, covers, printed instructions or formulae.

Using calculators

Candidates may use a calculator unless this is prohibited by the awarding body specification. The instructions on the question paper will say whether calculators can be used or not. If the instructions do not specify this, they can be treated as standard equipment and may be used. However, it is the candidate's responsibility to ensure their calculator meets the awarding bodies' regulations.

10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
 - a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet.
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
 - a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:
<https://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations/>

(Captured from JCQ Instructions for conducting examinations 2023-24 section 10)

What you should not bring into the exam room

- Candidates must not take into the exam room a mobile phone, air pods, earphones/earbuds, iPod, a MP3/4 player or similar device.
- Do not bring a watch into the exam room. (A clock will be visible to all candidates.)
- Do not take any notes into the exam room.
- Make sure you have no writing or pen marks on your hands, arms or anywhere else.
- 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. If you are unsure if a resource is allowed, you must check with the invigilator.

Food and drink in exam rooms

Drink bottles **must** be transparent with **all labels removed** which would include transparent, reusable plastic bottles.

What you should wear for your exams

Year 11 students must wear their full school uniform and Year 12/13 students their normal school attire along with their ID cards.

Where your personal belongings will be stored during your exam

Bags, coats, mobile phones and other personal belongings will be kept in a locked room by the exam rooms and unlocked at the end of the examination. This will then be supervised by a member of staff while candidates collect their belongings. For examinations in SF block, a member of staff will supervise these items for the duration of the sessions.

What to do if you arrive late for your exam

You should arrive at least 15 minutes before the start time of your exam.

Candidates who arrive late for an exam must approach the member of staff outside the examination room before entering. Whilst it may be possible to allow candidates to sit an exam if they arrive late, it is not always possible to allow time beyond the published finishing time, therefore reducing the time allowed to complete the exam. You should be aware that if you arrive late for an exam, a report must be made to the Exam Board who may subsequently decide not to accept your script.

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

If you are too ill to attend an examination, you must collect a **self-certification form from the school** as soon as possible and take this to your doctor's surgery for signature. This must be returned to the Exams Officer for submission to the exam board.

If you are unwell on the morning of an exam, please contact school as soon as possible. There are some arrangements that we may be able to put in place to help in these situations. However, we do require as much notice as possible.

Special Consideration Application

If you are unwell, you should seek advice from the examinations team regarding the possibility of the school applying for special consideration to the awarding body. You must seek medical advice from your GP or practice nurse and any medical evidence we require will need to be provided promptly. You should be aware that any adjustment to marks made by the exam board is usually a very small percentage allowance.

An application for special consideration may be made to the awarding bodies if you suffer extreme circumstances (such as a family bereavement or other difficulties) in the weeks leading up to the exam period or during the exam period, which may affect your ability to prepare for or perform during the exams. We will require appropriate, supporting evidence to allow us to make an application on your behalf to the awarding bodies.

The exam boards have strict deadlines for special consideration applications. Any candidate who considers they might be eligible must inform the exams team as soon as possible after the affected exam(s).

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

If the **fire alarm** sounds during the examination, remain silent and follow the instructions of your invigilator. If evacuation is necessary, you will be escorted to a designated assembly point. **You must not communicate with anyone else during the evacuation.** When you return to the exam room you will be allowed the full working time for the exam, and a report will be sent to the awarding body with full details of the incident.

Candidates with access arrangements/reasonable adjustments

Access arrangements/reasonable adjustments are processed by the SENDCO, and these details are passed on to the exams team to implement during the Examination period. There are strict guidelines & deadlines in place. All access arrangements must be approved by the awarding bodies and must have appropriate supporting evidence for the application.

Results

- GCE and Level 3 BTEC results will be issued on **Thursday 15th August 2024**
- GCSE and Level 2 BTEC results will be issued on **Thursday 22nd August 2024**
- Results will be available to collect **between 9:00am and 12:00pm**
- Senior members of staff will be in the school to offer any advice or assistance that you may need.
- Results should be collected in person. If you want any other person (including family members) to collect your results on your behalf, you must inform the Exams Office in writing before Results Day and give written permission to the person collecting results for you. The person will also need to bring photo ID (their passport or photo driving licence).
- Results can be emailed on the day but not until 12pm as Exam staff will be dealing with students on site until then. If you wish to do this, then you must inform the Exams Office in writing before results day with the exact email address you want them to be sent to.
- If you would like your results posted home, please provide a stamped addressed envelope to the Exams Office before the end of the summer term.
- Results will not be issued over the telephone.

Post-results services

Following the issue of results Awarding Bodies make post-results services available. A Post Results form will be in every results envelope, these detail full details of these services, deadlines for application and fees charged. Post Results services may only be placed by the school and not by the individual candidate.

There are three main types of Post Results: -

- Clerical re-check – this service checks all parts of the script has been marked, the totaling of marks is correct, and the recording of the marks was correct.
- Review of marking – this service includes the clerical re-check plus, checking for a marking error on the script.
- Access to Scripts – this service is where you can either request a copy of the script or the actual original copy of the script. A copy can be used to ask a teacher to support your review of marking.

There are three possible outcomes for a clerical re-check or a review of marking:

- Your original mark is confirmed as correct and there is no change to your mark/grade.

- Your original mark is raised so that your final mark/grade may be higher than the original mark/grade that you received.
- **Your original mark is lowered so that your final mark/grade may be lower than the original mark/grade you received. *Please be aware that in this case, the LOWER mark will count.***
- Students should seek the advice of the relevant Head of Department or Subject Leader, however if the school does not support a student's request or advises against it, the student may still proceed.
- To request any post result services, you must complete and return a Post Results form to the Exams office, giving permission for the service to take place. It is not possible (under any circumstances) for any post result service to take place without a complete form, which must be signed by the student (not their parent/carer).
- Students/Parents/Carers are responsible for paying the relevant fee at the time of the application.
- There may be exceptional circumstances when the Principal may agree to pay for a review of marking.
- The examination boards impose strict deadlines for all post results services, we cannot change these under any circumstances.
- It is not possible to request a review for non-examined assessment (coursework or controlled assessment) for an individual student.

Certificates

Certificates are received in school and are generally ready for distribution at the end of November.

- All certificates must be collected. It is not possible to post them.
- If you will be unable to collect your certificates yourself, you must provide written permission to the school to allow any other person (including family members) to collect them on your behalf.

Guilsborough Academy is only obliged to retain 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 exam board. The boards will require proof of identity (such as a birth certificate or passport) and charge a substantial fee.

Internal appeals procedure

In accordance with JCQ guidelines, the school has an 'Examinations Appeals Policy' which explains the procedure students should follow if they wish to appeal against the marks they have been given for a non-examined assessment. Any appeal must be raised within 5 working days from the date of issue. In the first instance students should raise their concerns with both the Head of Department or subject teacher and the Exam Officer. Appeals must be made in writing using the internal appeals form available from the exam office.

Complaints and appeals procedure

Details of the Complaints policy & procedures can be found on the school website [here](#)

JCQ Notices for Candidates

All copies of these booklets can be found in the Examinations Section of the School Website [here](#) under the JCQ Notices for Candidates. However, please find below also: -

JCQ Information for candidates – coursework

You **must** read this information if you are undertaking qualifications that contain coursework as part of your qualification.



IFC-Coursework_Assessments_2023_FIN

JCQ Information for candidates – non-examination assessments

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



IFC-NE_Assessments_2023_FINAL (4).pdf

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).



IFC-On-Screen_Examinations_2022_FIN

JCQ Information for candidates – written exams

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



IFC-Written_Examinations_2324_Revisio

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-Noti

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

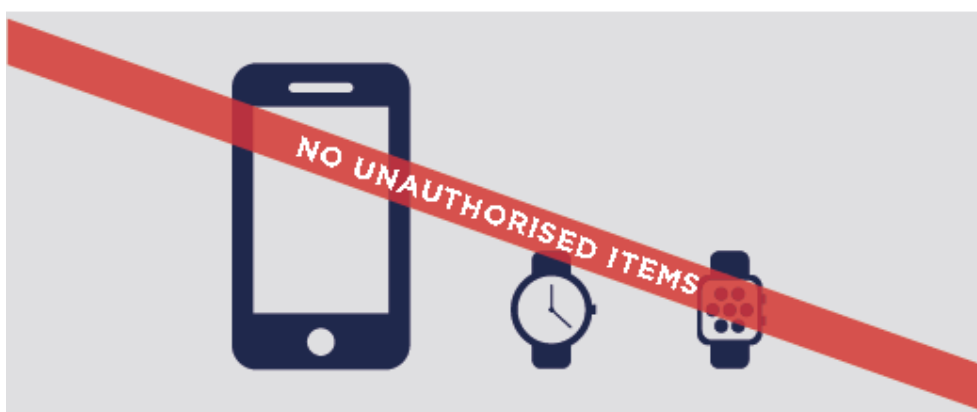
OCR

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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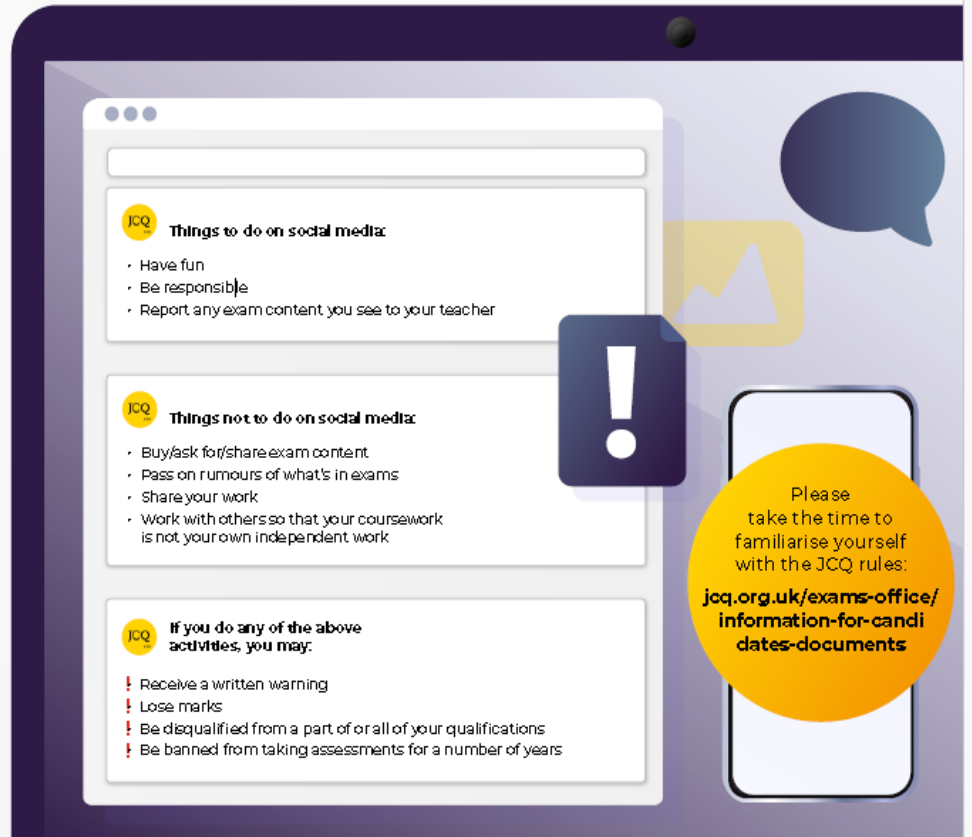
Warning to Candidates

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.

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

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

JCQ Things to do on social media:

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

JCQ Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly