



# EXAM HANDBOOK

# A GUIDE TO THE EXAM PROCESS

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Exam time can be stressful and this document has been created to help you to understand how things will work during your exams in the summer.

We are committed to ensuring that you, as candidates, are fully briefed on the exam and assessment processes in place and made aware of the required JCQ rules and regulations. The Joint Council for Qualifications (JCQ) set rules and regulations that schools, college and universities have to follow to ensure candidates all have an equal and fair chance to complete their exams.

Save this handbook and consult it frequently; perhaps go through it with a friend, tutor or family member. The more people who know what is expected of you, the less likely you are to carry unnecessary worry.

If there is anything you do not understand or if you have questions that haven't been addressed, please just ask! I can be contacted via email ([j david@carringtonschool.org](mailto:j david@carringtonschool.org)) or come and find me in 2-12 Exams, Marketing & Careers office.

We want you to do well and make sure your exam experience is as stress-free as possible 😊

**Exams Officer**



## EXAM BOARDS/AWARDING BODIES

An examination board (also known as an awarding body) is an organisation that sets exams, is responsible for marking them and distributes results. The school currently uses AQA, Pearson, Equqas/WJEC and OCR.



## CENTRE AND CANDIDATE NUMBER

Each school and college across the country has its own unique centre number.

**Our centre number is 64195** and this will be displayed on a board in each exam room.

Students are also allocated a unique four-digit candidate number. This is the number you will need to write on every exam paper you write and it will be on a card placed on your exam desk. Please do not remove or deface this card as you will need it for each exam and cards will be used throughout the series.

## TIME AND PLACE

**Place:** The majority of your exams will take place in the Sports Hall. MFL listening exams may be in a classroom and on-screen exams will be in a computer room. Exams for some students with particular access arrangements may take place in other rooms or in our smaller section of the Sports Hall.

**Time:** We start our exams at 9:00am for morning sessions, and 1:00pm for afternoon sessions. You are expected to arrive in school at least half an hour before the start of each exam. Exams may finish after the normal end of the school day in some circumstances such as students sitting longer exams with extra time, or a clash occurring during an afternoon session. Dates and times are set by the exam boards and therefore cannot be altered by us as a school.

**Arrival:** Leave coats, bags and personal items in lockers and get to The Observatory no later than 10 minutes before the scheduled start time. Seating plans will be displayed in The Observatory front windows so make sure you check which seat you are in before hand.

Displayed outside of exam rooms you will see the JCQ [Warning to Candidates](#) and [Unauthorised Items posters](#). They can be found at the back of this booklet and you must be familiar with them.



## EXAM TIMETABLE

Before the Easter holidays, you will receive your individual exam timetable. Please ensure you check this thoroughly to ensure you have been entered for the correct subjects and the correct tier for Maths, Science and MFL. If you have any questions regarding your timetable, please do ask as it is very important these are correct. You will also be asked to check the name shown on your timetable. The exam boards will print certificates in your legal name so if there have been changes to this, please notify us by Friday 31 March.

## UNIFORM

Whenever you are in school, including for revision sessions, **you must wear the correct school uniform.** If you fail to do so, you will be asked to go home to change. Please do not arrive for an exam inappropriately dressed; this will cause embarrassment, disruption and may be distressing at a time when you want to remain calm.



## LATE ARRIVALS

If you are running late to an exam, **you must telephone the school as soon as possible (01737 764356)** and head to Main Reception. If you arrive more than one hour past the start time of the exam, it will be up to the exam board to decide whether they accept your paper. The school will always phone parents/carers of students that fail to arrive.

## EQUIPMENT

You are responsible for providing your own equipment for exams. You must only **write in black ink.** You should bring all other equipment in a clear pencil case (spare black pens, pencils, rubbers, sharpener, maths set, calculators for certain exams). We will have spare equipment but the idea is that it is for back up; please do come equipped to minimise disruption at the start and end of the exam. Remember that you must not use gel pens or correction fluid. Highlighters may be used in the questions, but not in your answers.



## UNAUTHORISED ITEMS

You must not take AirPods, earphones/earbuds, iPods, mobile phones, watches or any other electronic equipment into the exam room. You also must not have any revision notes, blank paper or textbooks.



**CRIME SCENE · DO NOT CROSS · CRIME SCENE · DO NOT CROSS**

## CALCULATORS

For some exams, you will need a calculator. Calculators must be free of lids, cases and covers which have printed instructions or formulae. You are responsible for ensuring your calculator is in working condition with sufficient power supply and that anything stored is cleared.



## IN THE EXAM ROOM

There are strict rules and regulations which are designed to ensure that all candidates across the country take their exams under the same conditions. These rules and regulations are listed below, on the school website and on posters outside of the exam room. **The school must report anyone who disobeys these regulations** and it can mean that the candidate's paper is refused by the exam board, and candidates may be disqualified from all other exams.

**You are under formal examination conditions from the moment you enter the room until the point you are permitted to leave.** This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room. You must not open the question paper until you are instructed to by the invigilator. A breach of examination conditions is considered by the awarding bodies as malpractice and can lead to loss of marks or complete disqualification from a subject.

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# BOTTLES IN THE EXAM ROOM

Water bottles must be transparent with labels removed. If you have a label on your bottle, it will be discretely removed by an invigilator near the start of the exam. If your bottle has a lid that can't be seen through, it will be checked by an invigilator.



- ✗ No English words
- ✗ No metal
- ✗ No glass
- ✗ No drinks other than water\*



- ⋯ Check bottles for unauthorised notes
- ⋯ Remove labels if possible



- ✓ Clear plastic bottles of any colour
- ✓ Still water
- ✓ Small logos are ok



Any candidate who fails to follow the rules may be subject to indicative sections as detailed in the JCQ publication [Suspected Malpractice: Policies and Procedures](#)

# KNOW THE RULES

**You must be silent from the moment you enter the exam room until you leave**

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**Do not leave your seat** without permission from an invigilator. If you leave the room without permission from an invigilator you will not be allowed back in.

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**Do not communicate in any way** (not just talking) with other students or disturb them. This is from the moment you walk into the exam room and walk to your seat. Always face the front and do not turn around.

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**Mobile phones, watches, headphones, electronic devices and notes are not allowed** in the exam room. If an unauthorised item is found, it has to be reported to the exam board, even if it is switched off.

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## TIMETABLE CLASHES

There may be a few students who have two exams scheduled to take place at the same time. Students affected will be informed of the arrangements prior. If two exams clash and are of a combined length of up to and including 3 hours, the exams will be sat back-to-back with a 20-minute supervised rest period in the exam room between the two exams.

## ABSENCE FROM EXAMS

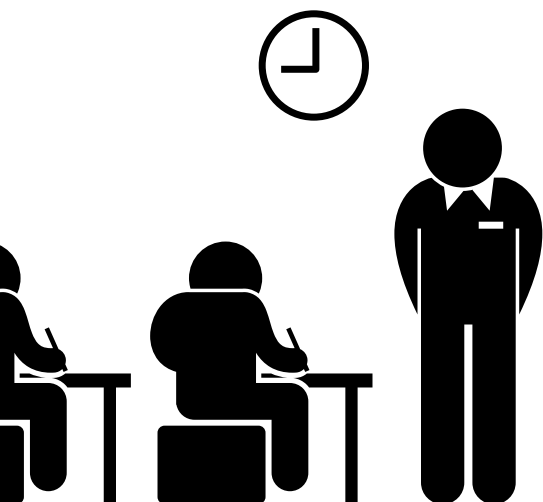
If you feel unwell during an exam and feel you cannot continue, tell an invigilator and they will help you. If you are unwell at home and cannot get to school to take your exam, you must telephone the school 01737 764356 to let your hub know, giving as much detail as possible. All possible attempts must be made to sit the examination. Only in exceptional circumstances are candidates granted special consideration for absence. Medical or other appropriate evidence must be obtained and given to the Exams Office.

## EVENT OF EMERGENCY IN THE EXAM ROOM

There will be no scheduled fire alarms during exams, so if the fire alarm goes off, please listen carefully to instructions from the invigilators. If necessary, you will be told to stop writing and evacuate the exam room in silence, under full exam conditions. You will return to the exam room when safe to do so and allowed the full time for the exam. A report will be sent to the exam board to let them know about the incident.



## END OF THE EXAM



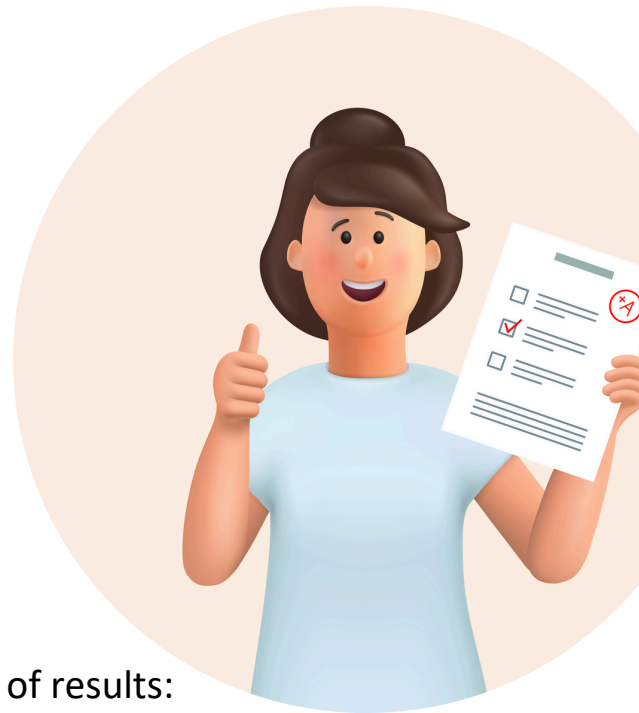
Invigilators will give a 5 minute warning that the exam is coming to an end. The invigilators will advise all candidates to put down their pens and to close their papers. All work will be collected. If you have used more than one answer book or loose paper, please ensure these are tucked inside your main answer book. The room will be dismissed row by row. Please remain silent and keep in mind that others may still be writing. Exit the exam room and clear the area in silence. Students must remain in the exam room until the published finish time of the exam. Only students who have permission from the Exams Officer or Deputy Head may leave the room earlier.



# RESULTS

Results day will be on **Thursday 22 August 2024**. You will be informed nearer the time on the arrangements for this day.

Results will be available to collect from school in the morning. If you wish someone else to collect your results, you must give your written authorisation detailing who will come to school to collect them. You may also provide a stamped, self-addressed envelope to the Exams Officer if you wish for your results to be sent by post. Results will also be available to view on Arbor from 1:00pm on results day.



## POST-RESULTS SERVICES

The following services are available following the issue of results:

### Service 1: Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result. This service includes that all parts of the script have been marked, the totalling of marks and the recording of marks.

### Service 2: Review of Marking

This a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. This service includes a clerical re-check as above and a review of marking.

### Service A1: Access to Scripts (ATS1)

Copy of script to support a review of marking. This is a priority service that ensures copies of scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for.

### Service A2: Access to Scripts (ATS2)

A non-priority service enabling centres to request copies of scripts to support teaching and learning.

*Information about deadlines and potential charges for these services for the summer exams will be on the school website.*

# CERTIFICATES

Certificates usually arrive in school late in the Autumn Term. We will email parents and carers, and put a notice on the school's website/social media informing you when the event will be. Certificates are very important and you will need them throughout your further education and employment so make sure you come and visit us to collect them!

## JCQ: INFORMATION FOR CANDIDATES



Joint Council for  
Qualifications <sup>CIC</sup>

Click on the red links below that apply to you

### Coursework

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

### Non-examination Assessments

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

### On-Screen Tests

You must read this information if you will be taking any externally assessed on screen tests as part of your qualifications

### Written Exams

You must read this information if you will be taking any externally assessed timetabled written exams

### Privacy Notice

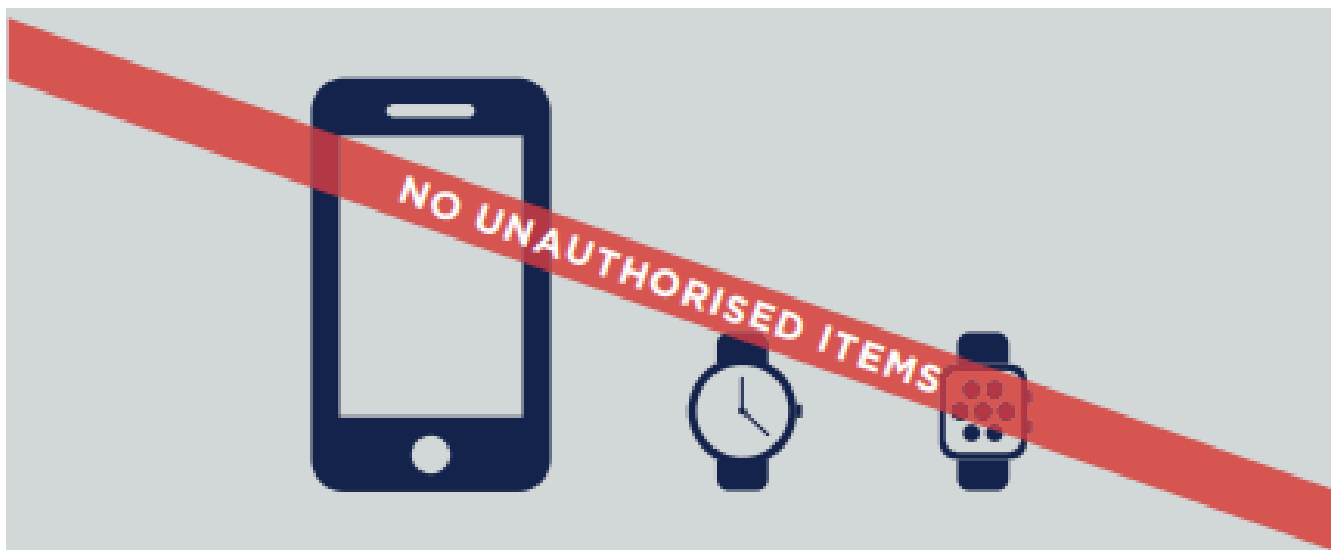
You must read this notice as it contains *Information about you and how we use it*

### Social Media

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

# 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.





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.



**YOU'VE  
GOT THIS!**



**Carrington**  
School AD ASTRA