



Student Examinations Handbook

CENTRE NUMBER: 12112



EXAMINATIONS STUDENT HANDBOOK

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Introduction

Public examinations can be a stressful time for students and parents/carers, and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Jo Richardson will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that they will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) set down strict criteria for the conduct of examinations on behalf of the awarding bodies (examination boards) and Jo Richardson Community School is required to follow them precisely. You should therefore, pay particular attention to the JCQ Information for Candidates and the Warning to Candidates.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK**.

If you have any queries or need help or advice at any time before, during or after the examinations please contact Mrs S Bridge, the Exams Officer.

Email – exams@jorichardson.org.uk
Remember – we are here to help.

GOOD LUCK!

Exam Checklist



Arrive at the exam room 15 minutes prior to your exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey. If you are running late, it is vital to telephone the school as soon as possible so we know you are on your way.



When taking exams, bags and coats should be left outside the exam venue. When entering the exam venue please remain silent and find your seat as quickly and calmly as possible. Invigilators and school staff will be there to help you.



Phones – **Students must not have mobiles phones in their possession** (either on or off). This is very important – if a phone is found it must be reported to the exam boards and there is a good chance that you will be disqualified from that paper and probably the whole exam.



Watches, Airpods, Earphones - **Students must not have** earphones, aripods, type of watch or any potential technological/web enabled sources of any information such as an iPod, mobile phone, MP3/MP4 player. Revision notes are also prohibited.



You should bring **2 black pens**, pencil, rubber, calculator and any other equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use blue pens** – many of the exam papers are now scanned and sent electronically for marking – blue pens do not scan well and this may result in no marks being given for your paper.



In an exam where you have the use of a calculator, calculator covers must be removed and either left in your bag or placed on the floor next to your exam desk (face down).

Please make sure you remember to bring your calculator. We do not have spare calculators to lend to students.

Sshh!

There is absolutely no talking or communication between students once you enter the exam hall. This would be classed as malpractice and must be reported to the exam board. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



A **small** bottle of water is allowed in the exam hall. These must be clear bottles with labels removed. No other kinds of drinks (juice/fizzy) are allowed. No food is allowed in the exam hall. If you have a medical condition please see Mrs Bridge, Exams Officer, before the exams.



If you are ill and are unable to attend an exam it is vital you phone the school before 8.30am to inform us. You must obtain a note from your doctor detailing the reason for non-attendance. If you are feeling unwell, but still able to travel, come in and we can assess the situation, in most cases it is better to take the exam if you can.

If you do not attend an exam without a valid reason and/or a doctor's note, you will be invoiced for the full cost of the award.

JCQ Information for Candidates

JCQ provide a number of information for candidates documents.

1. JCQ – Information for Candidates – written examinations
2. JCQ - Information for Candidates - on-screen tests
3. JCQ – Information for Candidates – social media
4. JCQ – Information for Candidates – coursework
5. JCQ – Information for Candidates – non-exam assessments
6. JCQ – Information for Candidates – Privacy Notice
7. JCQ – Preparing To Sit Your Exams (a useful infographic for students)

You will be given a printed copy of the document relating to written exams which, along with all of the documents listed above can be found on the JCQ website.

Link to JCQ website:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

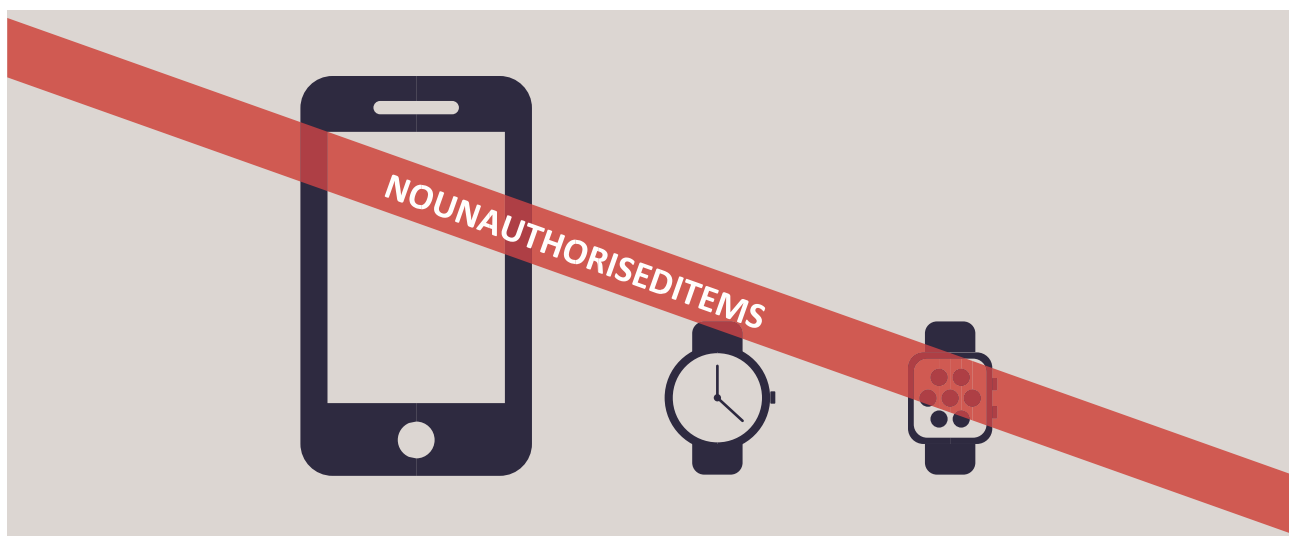
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed**, even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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 the 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

Internal Appeals Procedure - Centre Assessed Marks

Jo Richardson Community School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skills and have been trained in this activity. Jo Richardson Community School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Jo Richardson Community School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking prior to the submission of centre marks to the awarding body.
2. Jo Richardson Community School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Jo Richardson Community School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Jo Richardson Community School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Head of Centre.
6. Jo Richardson Community School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The Head of Centre will ensure that the review of marking is carried out by an assessor who has appropriate competence but has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The Head of Centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the Jo Richardson Community School and is not covered by this procedure.

STUDENT CONDUCT DURING EXAMINATIONS

Please read the following carefully:

- Know the dates and times of **all** your exams. You will receive a statement of entry followed by a timetable showing all of your exam venues. Check all the details carefully. If you turn up in the afternoon for an exam timetabled in the morning session, you will **not** be allowed to sit the exam.
- Unless otherwise stated, morning exams **start at 9am** and afternoon exams **start at 2pm**. You are required to assemble outside the venue **15 minutes before the start** of each exam.
- Wear correct school uniform for all your exams. If you do not, you may be sent home.
- Enter the exam room in silence and remain in silence unless addressed by a member of staff. Once seated do not leave your seat without first raising your hand and getting permission from a member of staff.
- Know your candidate number as this will make it easier to find your seat.
- On your desk will be a card with your photo, name and candidate number printed on it. Do not write on this card or remove it from the exam room.
- Take into the exam room the pens, pencils, erasers and any equipment which you may need. Only **see- through pencil cases** will be allowed on exam desks.
- In the exam room, you must not have on your person any unauthorised materials or equipment which may give you an unfair advantage such as revision notes, calculator cases/instruction leaflets, electronic communication/storage devices, including **mobile telephones**, iPods, Smartwatches, MP3/4 players or any other products with potential technological/web enabled sources of information. **ALL types of watches are now an unauthorised item**. Possession of unauthorised material is malpractice (breaking the rules), even if you do not intend to use it, and must be reported to the awarding bodies. You will be subject to penalty and possible disqualification.
- You must write in **black ink or ballpoint pen**. Pencils, coloured pencils or inks may only be used for diagrams, maps, graphs etc., unless instructions on the front of the question paper state otherwise.
- You must not use correcting pens, fluid or tape, highlighters or gel pens in your answers, although highlighters may be used on question papers
- No talking or communication with other candidates during an examination. This would be regarded as malpractice and must be reported to the awarding bodies.
- Put up your hand if you require the assistance of an invigilator.
- A missed exam could mean no grade being awarded for that subject. If you are absent due to illness, a medical certificate must be submitted. If no satisfactory reason is given for absence, you will be required to reimburse Jo Richardson the full examination fee.

Exam Evacuation Procedures

In the event of a fire alarm, the following procedures apply:

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- **Maintain complete silence** and await further instructions from the invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- In the case of a real emergency follow the Invigilator to the exam assembly point for registration. This is in the school field – please follow invigilator instructions.
- **IMPORTANT** – you will still be under exam board conditions and under **NO CIRCUMSTANCES** should you talk to, or communicate with, anyone else.
- A breach of regulations will be reported as malpractice to the awarding body and could mean disqualification from your examination.
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the exam room in silence. The exam will resume and time lost will be added to the end.
- The Exams Officer will send a full report to the awarding body and request special consideration for the students affected by the disruption.

Results



2023-2024

Senior members of staff will be available on results days to offer advice on post-results services and procedures.

Qualification	Exam Series	Results Day
A level	Summer 2024	Thursday 15 th August 2024 Time & venue tbc
GCSE	Summer 2024	Thursday 22 nd August 2024 Time & venue tbc

Exam Certificates



Summer 2024 exams certificates should arrive at Jo Richardson by Christmas 2024. You will be informed when they are ready for collection.

Enquires about Results Procedures and Appeals

Jo Richardson Community School is committed to ensuring that all pupils have equal access to the full range of Enquiries about Results offered by the awarding bodies.

Candidates have a right to appeal to the awarding body if they feel their results are not accurate. There are a number of services that all awarding bodies offer but candidates should be aware, that as a result of any appeal, marks and grades may also go down or stay the same as well as going up.

The services available are:

- **Clerical Check** – a check that marks awarded have been correctly calculated.
- **Review of Marking** – a review of marking of the paper in question by an examiner at the awarding body.
- **Copy of Scripts** – either a photocopy OR the original examination script. If an original is requested further enquiry services are not available. Photocopies should be requested at the same time as clerical checks or review of markings if required.
- **Priority Photocopy** – available for A-Level scripts only. Photocopies are provided by the awarding body in time to apply for a priority review of marking if required.
- **Review of Moderation** – only available for controlled assessments or coursework. This service involves the re-moderation of a controlled assessment/coursework sample by the awarding body. Please note that if the marks submitted by Jo Richardson have been accepted by the awarding body, this service will not be available. It only applies to marks that have been adjusted by the awarding body's moderator after submission to them by Jo Richardson.

Jo Richardson **must** obtain written candidate consent for clerical checks and reviews of marking. The consent will confirm that the candidate accepts their marks and subject grades may go down as well as up. Enquiries about Results forms will be in each individual results envelope and will also be available from the Exams Office after results day.

Awarding bodies have fees associated with the various forms of review. Please discuss this at the time of requesting a review. If there is a change of overall grade (not just unit mark) the fee is refunded. The process is managed by the Exams Officer and requests must be made via the school. A candidate may not make a request directly to the awarding body.

Any candidate who wishes to query a mark/grade given by an awarding body following the issue of results should use the following procedure:

- All requests for enquiries about results must be received by the Exams Officer by the published deadlines of the awarding bodies.
- Jo Richardson must support the application before a request is submitted and the candidate should discuss this with their subject teacher or a member of SLT.
- A fully completed 'Enquiries About Results' form must be signed by the candidate prior to the submission of an application. This form gives consent for the request to be made by the candidate and acknowledges that marks may go down as well as up. Forms are enclosed in the student's results envelopes and are also available from the Exams Office.
- Candidates **may** be liable for the costs of enquiry about results services, in these instances full payment **must** be received by the school before an enquiry will be submitted.
- The outcome of all enquires will be forwarded to the candidate as soon as possible after being received from the awarding body but it is advisable that students contact the school

to check on any enquiry about results in the weeks following the request to avoid any delays in the event of an appeal.

Please note that all enquiries must be submitted by Jo Richardson. Awarding bodies will not accept applications submitted by individuals.

In circumstances where Jo Richardson decides not to support an enquiry, an appeal can be submitted by the candidate (or their parent/carer). A written internal appeals procedure is available from The Exams Officer. This must be submitted at least **10 working days** prior to the published deadlines of the awarding bodies' for submitting an Enquiry About Results.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an Enquiry About Results, an appeal will be made to the awarding body, following JCQ guidance.

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Frequently Asked Questions

What do I do if there's a clash on my timetable?

We will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch and revision material as you will have to remain in quarantine until both exams are completed.

What do I do if I have an accident or am ill before the exam?

Inform the school as soon as possible so that we can help or advise you. You should obtain medical evidence (from your GP or hospital) in order for us to put measures in place to enable you to sit your exams as planned wherever possible.

What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform the Exams Officer or an invigilator if you feel ill before or during an exam.

What happens if I arrive late for an exam?

If you arrive at school after the exam has started, you should report to Reception and/or the Exams Office immediately. You must not enter an exam room unaccompanied once an exam has started.

You may be admitted to the exam venue to take the exam, but it is possible the awarding body will not accept your work. If possible, we will allow you the full time allocated, but in some circumstances you will only be able to use the time remaining to complete your entire paper. It is therefore **imperative** that you arrive at school in plenty of time and allow extra time for transport delays etc.

What happens if transport links are delayed?

Phone Jo Richardson Community School immediately.

If I miss the examination can I take it on another day?

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal regulations apply to uniform, hair, jewellery, make-up etc.

What equipment should I bring?

- For most exams you should bring at least 2 pens (black ink only).
- For most exams you will need a calculator, a ruler, pencil, sharpener and rubber.
- For some exams you will need compasses, protractor, coloured pencils.
- You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Why can't I bring my mobile phone/watch into the exam room?

Being in possession of a mobile phone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term 'Malpractice'?

Malpractice is when a candidate fails to comply with the JCQ regulations and therefore breaks the rules.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable. Do not confuse the duration of the exam with the start time. The Exams Officer / Invigilator will tell you when to start and finish your exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

What do I do if I think I have the wrong paper?

The invigilator will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Candidate numbers are printed on your individual timetable. During each exam you will have a name card placed on your exam desk which displays your candidate number.

What do I do if I forget the school Centre Number?

The Centre Number is **12112**. It will be clearly displayed in the examination room.

Can I leave the exam early?

No. It is school policy that all candidates should remain in the exam room for the full duration of each exam.

Can I go to the toilet during the exam?

Students are expected to complete an exam session without a toilet break. If you feel that this may be a problem, then please bring a letter from your GP stating medical need to the Exams Officer before your first timetabled exam.

Why do I need to check the details on my Individual Candidate Timetable?

The details on your Individual Candidate Timetable will be used when certificates are printed. If the name or date of birth on your exam certificates do 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 are correct and that no subjects are missing.

What do I do if I don't get the grades I need for college/university?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Exams Officer, 6th Form Team or

subject teacher who will give their advice as to whether you should request a review. You should be aware that your mark could go down as well as up or may even stay the same. Enquiries about Results Forms will be included in your results envelope. You must complete an Enquiries about Results consent form and provide payment (if applicable) prior to the submission of a review of results request to the exam board.