



Noel-Baker Academy  
A L.E.A.D. Academy

# Candidate Exam Handbook

## 2023/24

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## Introduction

Noel-Baker 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 the candidate exam handbook

The purpose of this handbook is to ensure that:

- Candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- Copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- candidates (and where relevant parents/carers) are signposted to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure.

## Written timetabled exams

Your exam timetable details the date, time, examination and element you are entered for. If any personal details or examination entries are incorrect, please speak to the examinations officer or your form tutor.

Please refer to JCQ's Information to Candidates – written exams; privacy notice (found at <https://www.noelbakeracademy.co.uk/exam-information>); Information to Candidates - social media (appendix 1), 'No Mobile Phones' (appendix 2) and the 'Warning to Candidates' (appendix 3). It is important that you are familiar with these documents prior to sitting your examinations.

## Contingency days - Summer 2024

Please note that there is a 'contingency day' planned for Wednesday 26<sup>th</sup> June and two 'contingency afternoons' planned for 6 June and 13 June. These days will be used by awarding bodies in the event of a national or local disruption to the examinations. You must ensure you remain available for these dates should the contingency day be invoked.

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

If you take both Engineering and Religious Studies you will notice that you have a timetable clash. As this clash results in exams lasting less than three hours you will take both exams during the same session. You will be given a twenty-minute supervised break between papers. Please note **you are not able to revise** during this time. You will not be able to have access to any electronic/internet enabled devices in between clash exams.

## Where you will take your exams

You will sit your exams either in the Sports Hall, Dance Studio or a separate room upstairs in the ACE area

## What time your exams will start and finish

Students should arrive at 08.15 for morning examinations and 12.45 for afternoon examinations.

## Supervision during your exams

During your exam you will be supervised by a team of invigilators. These invigilators have all undergone training and must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies.

## Exam room conditions

You will enter the SVB in silence and leave your belongings in the bag room. You must only have permitted stationery, in a see-through pencil case, and a clear bottle of water with you at your exam desk. All other possessions must be kept in your bags. Please make sure you check you do not have any unauthorised material on you during your exam as this could result in disqualification. Please also remove your lanyard and leave this in your bag.

As soon as you enter the exam room you are under formal exam conditions. You must not communicate in any way with other students. You will take your seat in silence and wait until you are given further instruction by an invigilator. You must not begin to fill in the front of your exam paper until instructed to do so by the invigilator. You must not open the question paper until the examination begins.

## Where you will sit in the exam room

You will sit in the same seat for all of your exams and you will be told about this before the exams begin. There will also be a copy of the seating plan in the dining room. The only exception will be the MFL Listening exam which may require you to sit in a different room – you will be told in advance what the arrangements are for this.

## What equipment you need to bring to your exams

Pencil cases will be provided with the correct equipment. You can bring your own of the following in a **see-through pencil case** for all of your exams:

- 2 black ball-point pens (blue is not accepted by the exam boards)
- 1 pencil
- 1 ruler
- A rubber
- A sharpener

For your Maths and Science exams you may need:

- Scientific calculator
- Protractor
- Maths compass

## Using calculators

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination.

### 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

You must not have any unauthorised material on your person once in the exam room. You must ensure that any technological/web-enabled devices/ear buds are not on your person during an exam (please see Appendix 2 for further information). Either leave these at home, or ensure they are turned off and stored in your bag. If you realise you have unauthorised material on you, you may hand in unauthorised material to an invigilator **before** the start of the exam. Having unauthorised material in the exam room may result in disqualification.

**Please note that any form of wristwatch is now classed as an unauthorised item and must not be taken in the exam room.**

If you are found to have unauthorised material in your possession during an exam, **even if you do not intend to use it**, this will be considered suspected malpractice and the exam board will be informed. **Malpractice may result in loss of marks or disqualification.**

### Food and drink in exam rooms

Water in a clear bottle with the label removed is permitted in the exam room, no food is allowed.

### What you should wear for your exams

You must wear school uniform to all of your exams. Please ensure you wear layers to help you remain comfortable during your exam. Although we try to maintain the temperature of the sports hall, it can become cold or very hot during extreme weather.

### What to do if you arrive late for an exam

It is essential that you arrive on time for all of your exams. If you realise that you are going to be late for an exam you must inform school immediately on 01332 572026. We will assist where possible to ensure you get to your exam as quickly as possible.

If you arrive very late for an exam we will make every attempt to allow you to sit your exam. However, the awarding body will be informed of your lateness and they may choose to not accept your script for marking. This will mean a U grade would be awarded.

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

If you feel unwell or are unable to attend due to an extreme exceptional circumstance on your exam day you must inform school as soon as possible on 01332 572026.

- If you are too unwell to attend on an exam day you must inform the school as early as possible. A special consideration application will be submitted to the relevant awarding body. If possible, please get medical evidence from a doctor/walk-in-centre of your illness as this will help your special consideration application.
- If you are unwell but feel you may be able to attend the exam we will attempt to make provision that may help you to complete your exam.
- If you feel unwell during an exam please inform one of the invigilators.

## What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence from an exam the fees for that exam will be re-charged to you. (approximately £45)

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

In the event of an emergency in the exam room follow instructions given by the invigilators. Please see Appendix 4 for a copy of our exam evacuations procedure. The exam lockdown policy can be viewed upon request.

## Candidates with access arrangements

Candidates that are entitled to access arrangements will be informed of this by Miss Hinchcliffe.

## Alleged, suspected or actual incidents of malpractice

Noel-Baker Academy will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice. For further information please refer to JCQ's publication '*Suspected Malpractice : Policies and Procedure 2023-2024*' which is available at <https://www.jcq.org.uk/exams-office/malpractice/>

## Results

Provisional GCSE results will be available for collection on the 22 August from 8:30 AM. A senior member of staff will be available on this day if you wish to discuss your results with them. If you are unable to attend to collect your results please speak to Miss Hepenstal (exams officer) to arrange to have your results emailed to you.

## Post-results services

All post-result service requests must be made through the academy; exam boards will not accept private applications. There are four main types of post-result services:

1. Clerical re-check. This is a re-check of all clerical procedures leading to the issue of a result.
2. Review of marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.
3. Review of moderation. This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.
4. Access to scripts. This service allows the centre to have access to a candidate's marked exam script.

The academy may decide to submit a post-result service request on your behalf. In this case you will be contacted, and your written permission will be sought before any application is processed.

If you decide you would like us to submit a post-result service on your behalf, please speak to a senior member of staff on results day. You will be given a '*request of post-result services form*' to complete. Please return this form to the examinations officer either in person, by post or email ([dataexams@noelbakeracademy.co.uk](mailto:dataexams@noelbakeracademy.co.uk)) by 5 September 2024. Details of post-result services will be available on the school website from the beginning of June.

## Certificates

Certificates will be available for collection from late November, you will be sent details of the exact date nearer the time. These will be available for collection from the academy reception. If you are unable to collect your certificates, please contact the exams officer to make other arrangements. Unclaimed certificates will be held at the academy for 18 months and will then be confidentially destroyed.

## Internal appeals procedure

Noel-Baker Academy's 'Internal Appeals Procedure Policy' is available on the academy website, please refer to this for further information on how to make an appeal.

## Complaints and appeals procedure

Noel-Baker Academy's 'Complaints and Appeals Procedure Policy' is available on the Academy website. Please refer to this for further information on how to make a formal complaint.



## Appendix 1 – JCQ Information for Candidates – Social Media

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 Using social media and examinations/assessments



Image by Patrice Jones

#### This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

#### 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.

#### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

#### Please take the time to familiarise yourself with the JCQ rules:

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



JCQ 2022 – Effective from September 2022

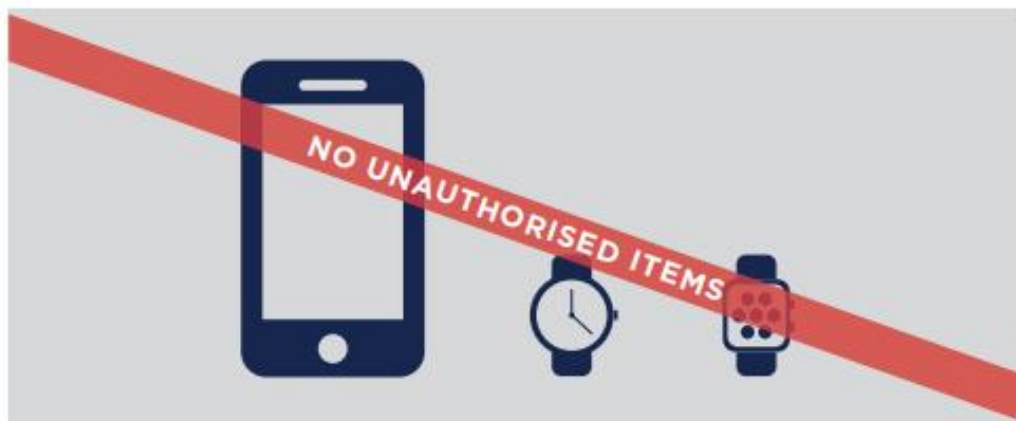
## Appendix 2 - JCQ Unauthorised Items Poster

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.*”



# 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.

## Appendix 3 - 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 |
|-----|---------------|------|-----|---------|------|

### **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.**



## Appendix 4 - Emergency Evacuation Procedure

| Emergency evacuation procedure   |
|--|
| <b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25, <b>Emergencies</b> )   |
| Stop the candidates from writing   |
| Collect the attendance register (in order to ensure all candidates are present)  |
| Evacuate the examination room in line with the instructions given by the Lead Invigilator  |
| Advise candidates to leave all question papers and scripts in the examination room<br>Candidates must be advised to close their answer booklet   |
| Ensure candidates leave the room in silence  |
| Ensure the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination   |
| Make a note of the time of the interruption and how long it lasted   |
| Allow the candidates the remainder of the working time set for the examination once it resumes   |
| If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination                                      |
| Make a full report of the incident and of the action taken, and send to the relevant awarding body   |
| Additional centre-specific actions to be taken   |
| Students in the <b>sports hall</b> will leave via the fire exits at the front of the hall.<br>They will line up on the field away from the sports hall building.   |
| Students in the <b>dance studio</b> will leave via the front door (if safe to do so, or nearest fire exit) and line up at the front of school.   |
| Students in <b>separate rooms</b> around the academy will leave via the nearest exit and be closely supervised by the invigilator to ensure there is no contact with other students or members of staff. |
| Students in the <b>theatre</b> should evacuate via the fire exits leading to the front of school and line up on the grass opposite.  |