

Public Exams 2024-2025



Candidate Handbook

As the exam season approaches, we aim to make the experience as straightforward and stress-free as possible for all candidates.

This booklet is designed to answer any questions you have about taking public exams at Princethorpe College and to provide information that you'll find useful. Please read it carefully.

Take special note of the 'JCQ Warning to Candidates' document, as everyone must comply with these instructions, and the restriction on all electronic devices and watches. It's important that you understand and adhere to the rules as any breach must be reported to the exam boards and may result in disqualification.

If you are uncertain about anything, please talk to your House or Form Tutor or come and discuss it with the Exams staff; we are based in Room F25 on Lower Pugin.

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On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

Exam Season Information

Timetable

Information about rooming and timing of each exam will be shown on your School Workspace Portal. Login details for the portal have been sent to your Princethorpe email address. The standard start time for morning exams is 9am and for afternoon exams is 1.10pm.

Dress

Full school uniform is required for all exams. Sixth form candidates must maintain the college dress code. No hoodies are allowed. No wrist watches are permitted. Ensure nothing is left in your pockets and nothing is written on your hands.

Preparation

Ensure you have the correct equipment for the specific exam you are taking:

- **Black non-erasable pens**, a see-through pencil case (no logos or writing), coloured pencils, eraser and clear plastic ruler are allowed for all exams.
- For some exams such as Mathematics, Science and DT, additional equipment will be needed, such as:
 - An approved calculator - but **no** lid or instruction sheet
 - Pair of compasses
 - Protractor
 - Set square
- **No** tins or boxes allowed, even for Maths equipment.
- **No** correction fluids (Tippex) or erasable pens.
- Gel pens and highlighters can be used to highlight text within the question paper or resource material but **must not** be used in your answers.
- If you need a drink, it must be water in a clear plastic bottle and all labels must be removed. There must be no writing of any kind on the bottle. No food is allowed in the exam room.

Students must not attempt to borrow equipment from another candidate during the exam.

Only items required for the exam may be taken into the exam room - no bags, coats, books, papers or electronic devices of any kind. Bags should be left in lockers.

Before the Exam

Check your School Workspace portal before **each** exam as changes may be made to rooming or seating. You may not be in the same room for every exam.

Wait outside your allocated room **at least** 10 minutes before the start of your exam, ready for a prompt start. Do not enter the exam room until invited to do so by the invigilator.

Entering the Exam Room & Starting the Exam

Do not communicate with other candidates from the moment you step into the exam room. Any attempt to communicate with another candidate will be reported to the exam board and may result in a disqualification. If you have a question, put up your hand to ask the invigilator.

When you go to your seat, your exam paper will be on your desk – do not touch it until instructed to do so by the invigilator.

Listen carefully to instructions and notices read out by the invigilator - there may be amendments to the exam paper that you need to know about. When asked, check you have been given the correct exam paper. It is your responsibility to ensure you have been given the correct exam paper. This is especially important in exams where different tiers of entry apply e.g. IGCSE Maths and GCSE Science.

When completing your details on the exam paper enter your name and candidate number as shown on the candidate ID card on your desk.

The End of the Exam

Stop writing immediately when told to do so by the invigilator. You will be given time to ensure all your personal information is correctly completed on your answer booklets and supplementary sheets of paper. This may include recording the numbers of the questions you have answered on the front page.

Remain silent while the papers are collected; JCQ regulations still apply. You will be told when you may leave the exam room. Maintain silence and follow the instructions of the invigilator to minimise disruption to other candidates still sitting an exam.

Do not talk to others until you are well away from the exam room.

Emergency Evacuation

If the fire or intruder alarm sounds wait for instructions from the invigilator.

If it's necessary to evacuate an exam room, you will be escorted to the playground nearest the tennis courts. **Silence** must be maintained as you are still under formal exam conditions. When it's safe to do so you will be escorted back to your room and the exam restarted. As in all cases of disruption to exams, a full report of the incident and the action taken will be sent to the exam board.

Contingency Day

In the unlikely event that there is a national disruption to a day of exams contingency sessions have been set for the afternoon of 11 June, and all day on 25 June. All exam candidates must be available to sit exams up to and including **Wednesday 25 June 2025**.

Frequently Asked Questions

How do I view my timetable?

Look at School Workspace Portal for your personal exam timetable. It shows the exams you will be sitting and whether they are scheduled for morning or afternoon. Nearer the time the allocated room will also be displayed. You should check your timetable daily in case of any room changes.

What happens if I have a clash of exams?

A clash of exams occurs when two exams for different subjects are scheduled to begin at the same time on the same day. Rescheduling of these exams is dependent on the total duration of the 2 (or more) exam papers. If you have an exam clash, you will be contacted directly to resolve the issue.

If a clash means one of your exams is moved to another session, you will be allowed a supervised break with a member of staff or invigilator. Please make sure you bring a packed lunch with you for the supervised break. You will be able to revise using paper revision materials but cannot have access to your phone or other devices. We will ask you to hand in your electronic devices before your first exam. On the day, when your first exam has finished, **remain in your seat** until an invigilator escorts you to the supervision room.

Where two papers for the same subject are timetabled to start at the same time and on the same day, these will be taken one immediately after the other – there will be no break.

Where will the exams be held?

For summer 2025 exams, the Sports Hall will be the main venue for candidates. Other rooms that may be used are S1-7 plus the small rooms on the Upper Pugin corridor.

Where can I find my candidate number?

Your candidate number is a 4-digit number and can be found on School Workspace portal. Your candidate ID card on your exam desk also shows your candidate number, so there is no need to remember it.

What details do I need to write on my answer booklets?

The candidate ID card on your desk will show all the details you need to complete your personal details on the answer booklets. You must use your full legal first and last name.

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

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

How do I know where to sit?

School Workspace portal will show your seat number, and all desks will have corresponding numbers. A seating plan will be displayed outside the Sports Hall.

What time do the exams start?

Morning exams start at 9.00am and afternoon at 1.10pm.

Is the refectory open in time for me to eat before an afternoon exam?

Yes, during exams the refectory will open from 12.15pm with a range of foods available for all exam candidates.

What happens if I'm running late?

Contact the student hub immediately you realise you are running late for an exam, and they will advise you.

What happens if I'm ill on the day of an exam?

If you are ill on the day of an exam, inform the Student Hub and they will advise you.

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

Put your hand up and an invigilator will assist you.

Can I leave the exam to go to the toilet?

Please use the toilet before the exam starts. If you need a toilet break, put up your hand to speak to the invigilator. A roving invigilator will escort you to and from the toilet and you must leave your blazer in the exam room. The time taken will **not** be added on to your exam time. It will be recorded by the invigilator on the exam log. Toilet breaks should be avoided during the first 30 minutes and the last 15 minutes of an exam.

What happens if the fire or intruder alarm sounds?

The exam will be stopped by the invigilator; you **MUST** remain seated and then follow their instructions. If necessary, the room will be evacuated in an orderly manner. Exam candidates are escorted to the playground nearest the tennis courts for registration. All question papers and scripts are left on the desks. Candidates will be closely supervised, and you are **not** allowed to talk to each other. Silence must be maintained at all times.

When it is safe to do so, candidates will be re-admitted to the exam room and the remainder of the full working time will be allowed. If a re-start is not possible, the exam board will decide what action is taken.

In all cases of disruption to exams, a full report of the incident and the action taken is sent to the exam board.

What happens if I finish the exam early?

All candidates must stay in the exam room until the scheduled end time for the exam. If you finish early, use the time to check over and improve your work.

What happens at the end of an exam?

When time is up the invigilator will tell you to stop writing, you must do so immediately. There will not be a warning that time is nearly up so do use the clocks on display to manage your time.

The invigilator will give you time to check you have completed your personal details correctly.

I'm entitled to extra time. How will I know when my exam finishes?

The start and end times for each exam will be clearly displayed. The end time for anyone entitled to extra time will be shown next to or below this for each exam.

What is special consideration?

"Centres must only submit applications for special consideration where an adverse issue or event has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**."

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification." JCQ definition 2024

What is Malpractice?

Malpractice occurs when the regulations for the conduct of exams are not followed. Examples of malpractice include:

- Bringing unauthorised material or objects into an exam
 - Phone
 - Watch
 - Smart glasses
 - Notes on paper or written on skin
- Communicating with another candidate
- Ignoring the instructions of the invigilator

These are just a few examples.

All cases of suspected malpractice are reported to the exam board by the Examinations Officer. Candidates will be interviewed and required to make a statement about the allegation. Sanctions range from a written warning to disqualification of all marks for that season. For more information, go to the JCQ website: <https://www.jcq.org.uk/exams-office/malpractice>.

How do I find out my results?

- A-level results will be published on Thursday 14 August 2025
- GCSE results will be published on Thursday 21 August 2025

The college will open at 8.00am on 14 August for Upper Sixth students and at 8.30am on the 21 August for Year 11 pupils; other year groups can access their results online. College staff will be on hand to assist with queries and advise on future options. For those unable to come into college, A-level results will be made available via My School Portal from 9.00am and GCSE results from 10.00am. Results will **not** be given out over the phone.

Please check emails for updates nearer the time.

Can someone else collect my results?

If you want someone else to collect results, please notify the Examinations Officer in writing before the end of the summer term.

Email examinations@princethorpe.co.uk from your Princethorpe email address. You must include the full name and relationship to you of the person collecting on your behalf in your message.

The person collecting must bring photographic ID when they come into school.

Is there anything I can do if my results are not as good as I was expecting?

All exam boards provide the opportunity for an exam result to be reviewed. The process is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of your script.**

Full information about costs and deadlines for results enquiries will be sent to you nearer the time and included with your results.

When will I receive my exam certificates?

This year's Upper Sixth and Year 11 candidates will be invited to receive their certificates at the College's Prize Giving ceremony on Friday 28 November. Any certificates not collected at this event can be collected from the college's main reception after this date. You must provide written authority via examinations@princethorpe.co.uk for any third party to collect certificates on your behalf.

Your Certificates

Employers, Colleges and Universities will ask to see your original certificates; it is vital that you collect them and keep them safe. It is advisable to scan your certificates so that you have a digital copy in the event of the originals being mislaid. If you lose your certificates you will need to contact the relevant exam boards directly and pay a replacement fee.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, 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



Things to do on social media:

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

Things not to do on social media:

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

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 exams and 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



AQA

City & Guilds

CCEA

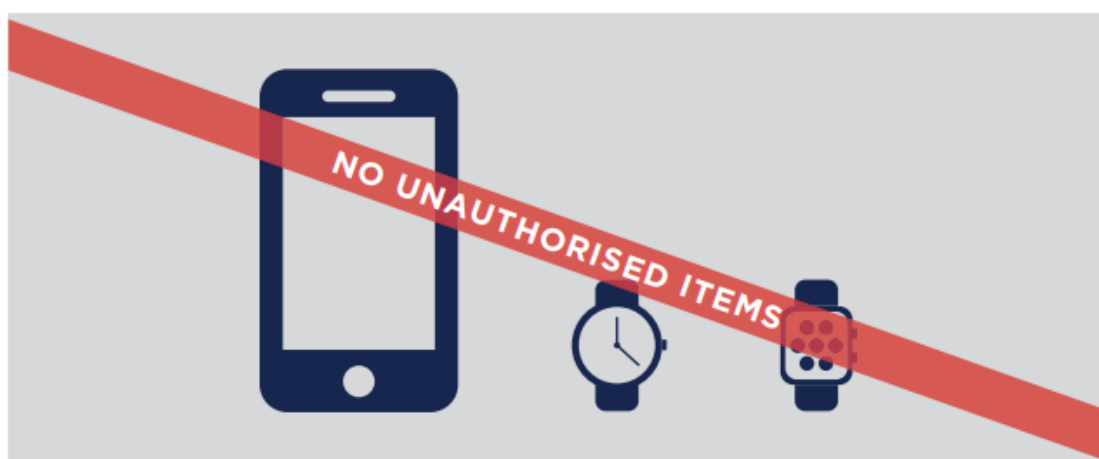
OCR

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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.