

Public Examinations 2023-24



Candidate Handbook

Written Exams

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, as this has changed from previous years. It's important that you understand and adhere to the rules as any breach must be reported to the exam boards.

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

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Contents

Examinations – Dos and Don'ts

Examinations - Frequently Asked Questions

JCQ Information for Candidates - Written Examinations

JCQ - Use of Social Media

JCQ – No Electronic Devices

JCQ - Warning to Candidates

JCQ - Privacy Notice


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)
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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
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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



External Examinations – Dos and Don'ts

Place and Time

Exams will take place in the Sports Hall unless otherwise shown on your individual timetable. In most cases morning exams will start at 9am and afternoon exams will start at 1.10pm.

Seating lists will be displayed in the Limes Atrium, Sixth Form Centre and on Lower Pugin and Upper Pugin corridors.

You must be waiting outside your exam room and ready to start **at least** ten minutes before your exam is due to begin.

Dress

Full school uniform is required for all exams. Sixth form candidates must maintain the college dress code. 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, 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 (**not** a sports bottle) and all labels must be removed. There must be no writing of any kind on the bottle. No food is allowed in the examination 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 examination room - no bags, coats, books, papers or electronic devices of any kind.

Before the Examination

If you log in to My School Portal your allocated room for each exam will be shown. Each day a seating list will be displayed in the Limes Atrium, the 6th Form Centre and on Lower Pugin and Upper Pugin corridors.

Do check before **each** exam, as changes can be made, and remember your allocated room, which may be different for each exam.

Be waiting outside your allocated room at least ten minutes before the start of your exam. Do not enter the exam room until invited to do so by the invigilator.

Entering the Examination Room and Starting the Exam

Remain silent at all times in the exam room; 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 examination paper. It is your responsibility to ensure you have been given the correct examination paper. This is especially important in exams where different tiers of entry apply e.g. GCSE Maths and Science.

When completing your details on the exam paper enter your name and candidate number as shown on the candidate 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 exam rules 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 examination 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 Astro turf pitches. **silence** must be always maintained. 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 examination board.

Contingency Day

In the unlikely event that there is a national disruption to a day of examinations contingency sessions have been set for the afternoons of 6 and 13 June, and all day on 26 June. All exam candidates must be available to sit examinations up to and including **Wednesday 26 June 2024**. Holidays must be planned after this date.

Where candidates choose not to be available for the rescheduled examination(s) they will not be eligible for special consideration.

Frequently Asked Questions

How will I know when my exams are?

Look at My School 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.



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 two (or more) exam papers. If you have an exam clash, discuss this with the Exams Officer at the earliest opportunity.

If a clash means one of your exams is moved to another session, you will be kept in isolation between the exams and supervised by a member of staff or invigilator. It's a good idea to bring a packed lunch if this happens to you and leave all electronic devices at home. 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 2024 exams, the Sports Hall will be the main venue for candidates. Other rooms that may be used are LF01, LF03, LG60, S1-7 plus the small rooms on the Upper Pugin corridor. Check the Seating List in case other rooms need to be used on busy days.

Where can I find my candidate number?

Your statement of exam entries and your timetable both have your candidate number at the top – it's a 4-digit number. Your candidate card on your exam table also shows your candidate number, so there is no need to remember it.

How can I check the personal details I need to write on my answer booklets? The candidate card on your desk will show all the details you need to complete the answer booklets. It isn't necessary to write all your names on the answer books – just make sure your first and last names match exactly.

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?

The seating list will show your seat number and all desks will be numbered. A seating plan will be displayed outside large rooms.

I have a reader or scribe; how will I know where to go?

You will take your exams in a small room. Regularly check the portal and seating lists for the details.

I use a word processor in my exams, how will I know where to go?

This will depend on any other access arrangements you may be entitled to. It may be the Sports Hall or a small room. Regularly check the portal and seating lists for the details.

I'm entitled to extra time in my exams, where will I sit?

This will depend on any other access arrangements you may be entitled to. It may be the Sports Hall or a small room. Regularly check the portal and seating lists for the details.

What time do the exams start?

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

What time do I have to be in school for afternoon exams?

If you're coming into school for an afternoon exam, give yourself enough time to register at the student hub and then go to your exam room. You need to be there and ready to start your exam by 1pm.

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

Yes, during exams the refectory will open from 12:15 with a range of foods available for all exam candidates.

What happens if I am late?

Register at the student hub and advise the member of staff you are late for an exam. Wait there; you will be collected and escorted to the examination room. You will be allowed your full time for the exam and a report will be sent to the examining board; they decide whether to accept and mark your paper.

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

If you are ill on the day of an examination, inform the exams officer by email to: examinations@princethorpe.co.uk. If possible, come into school and sit the exam.

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

Put your hand up and an invigilator will assist you.

What do I need to bring into the exam with me?

For all exams you **must** have at least one black pen; a spare is a good idea. A calculator is required for some exams, as is a pair of compasses, a protractor and a set square.

You may also bring other pens, pencils, drawing instruments, clear plastic rulers and erasers in a see-through pencil case.

Can I eat and drink during the exam?

A drink of water is allowed, it must be in a clear plastic bottle (**not** a sports bottle) with all labels removed. No food is allowed in the examination room.

Who will start the exam?

We employ trained external invigilators to conduct exams and either they or the Exams Officer will start each exam. Listen carefully to the instructions given by the invigilator. You must check that you have been given the correct exam paper and complete your personal details on the answer booklet. If you have any questions, put up your hand and an invigilator will come to you.

Can I leave the exam to go to the toilet?

Please use the toilet before the exam starts. If anyone needs to leave the exam room, it's bound to disturb other candidates as well as themselves. If you need a toilet break, put up your hand and the invigilator will come to you. You will be escorted to and from the toilet by one of the invigilators. The time taken will **not** be added on to your examination time. It will be recorded by the invigilator on the exam room incident log.

What happens if the fire or intruder alarm sounds?

The examination 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 AstroTurf pitches 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 examination room and the remainder of the full working time will be allowed. If a re-start is not possible, the examination board will decide how the problem is resolved.

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

What happens if I finish the exam early?

All candidates must stay in the examination 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 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 additional end time for anyone entitled to extra time will be shown next to or below this for each exam.

What is special consideration?

“Special consideration is a post-examination adjustment to a candidate’s mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate’s control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate’s ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination.” JCQ definition 2019

Can I ask a friend a question?

No. All questions **must** be directed to an invigilator. Any communication with another pupil is **malpractice** and will be reported to the exam board.

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
 - 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 examination board by the Exams 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 15 August 2024
- GCSE results will be published on Thursday 22 August 2024.

The college will open at 8.00am on 15 August for Upper Sixth students and at 9.00am on the 22 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 Exams Office 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 examination boards provide the opportunity for an examination 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 and included with your results.

When will I receive my exam certificates?

Certificates will be received in school by 7 November 2024. 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 22 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 to the Exams Officer 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.

The college is only required to keep uncollected certificates for 1 year after which time JCQ regulations allow them to be destroyed.

How can I find out more information?

Use the JCQ and exam board websites:

Joint Council for Qualifications	JCQ	www.jcq.org.uk
Examination board	AQA	www.aqa.org.uk
Examination board	Pearson/Edexcel	www.edexcel.com
Examination board	OCR	www.ocr.org.uk
Examination board	WJEC/Eduqas	www.wjec.co.uk



Information for candidates Using social media and examinations/assessments

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

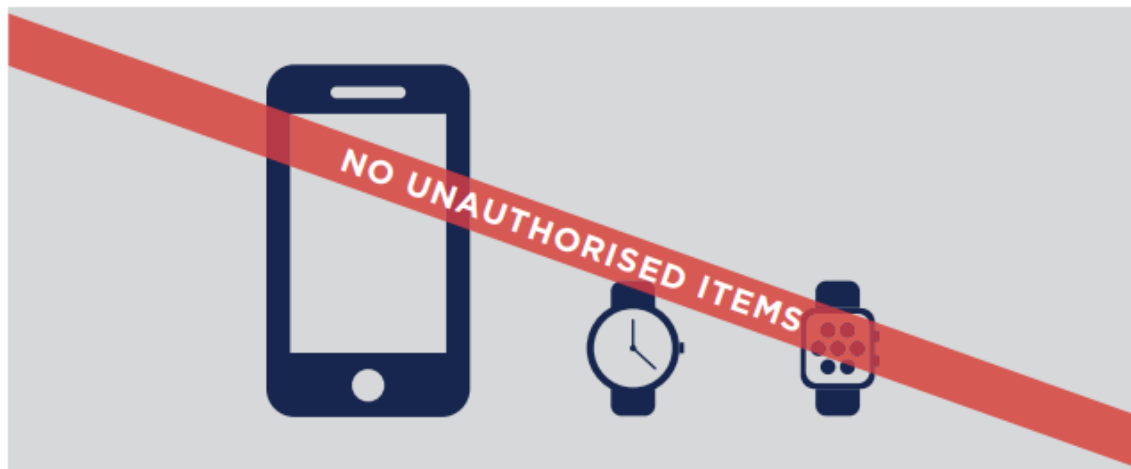
JCQ If you do any of the above activities, you may:

- ! 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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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.



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.