

# CANDIDATE EXAM HANDBOOK

## 2024/25

This handbook is reviewed and updated annually

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Date of next review	Sept 25

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## Introduction

**Richard Barnes Academy** is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place in the centre and are made aware of the required JCQ/Awarding Body instructions and information for candidates.

## Purpose of this handbook

- To inform you about malpractice in examinations/assessments.
- To inform you about the use of your personal data and copyright.
- To ensure you are provided with all relevant information about your exams and assessments in advance of any exams/assessments being taken.
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken.
- To answer any questions you may have.
- To inform you of any exams-related policies/procedures that you need to be made aware of.

## Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

JCQ provides information regarding what constitutes malpractice:

- Bringing unauthorised material into the examination room.
- Breaching examination conditions – including communicating with other candidates verbally or with gestures.
- Being disruptive during the examination.
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to).
- Offences relating to the content of candidates' work.
- Undermining the integrity of examinations/assessments.

Any disruptive behaviour during an examination will result in you being removed from the examination room and the relevant Exam Board being notified. This could result in you being disqualified from any further examinations being sat through that Exam Board.

*For further information, please refer to ICE 24 and the Indicative sanctions against candidates (Appendix 6, Suspected Malpractice: Policies and Procedures)*

### **When using social media, you must not:**

- 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

## Personal data

If you are involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about you will be provided to the Awarding Body (or Bodies) whose examinations/assessments are involved. Personal data about you may also be shared with other Awarding Bodies, the qualifications regulator or professional bodies.

Richard Barnes Academy will provide relevant personal data including name, date of birth, gender to the Awarding Bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by you for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding Bodies may use the Student Materials to evaluate your performance in the relevant assessment. They may also

use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.

If you require further information regarding this, you can ask to be directed to the relevant Awarding Body's privacy notice.

## Copyright

The copyright in all question papers and Awarding Body set assignments and pre-release materials created by an Awarding Body belongs to that Awarding Body.

You may request access Student Materials (including examination scripts) through the access to scripts arrangements.

## Coursework assessments/non-examination assessments

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

- The work you submit for assessments must be your own
- You must not copy from someone else or allow another candidate to copy from you
- If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing.
- For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page.
- If computer-generated content has been used (such as an AI Chatbot) your reference must show the name of the AI bot used and the date the content was generated. Teachers and students should also be aware that AI tools are evolving quickly but there are still limitations to their use, such as producing inaccurate or inappropriate content.
- If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.
- You must not write inappropriate, offensive or obscene material.

If it is discovered that you have broken the rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The Awarding Body will decide which penalty is appropriate.

Your subject teachers will inform you when your assessments will take place and of any relevant deadlines.

Please see the following for further guidance:

Instructions for conducting coursework

Instructions for conducting non-examination assessments

Information for candidates documents

JCQ AI Use in Assessments: Protecting the Integrity of Qualifications

## Written timetabled exams

- Prior to your examinations, you will be given an individual exam timetable which includes the date and time of each exam.
- The JCQ information for candidates document will be shared with you by your tutors.

- Exam room posters – Warning to candidates, Unauthorised items will be displayed outside of your exam room.
- A seating plan will be displayed outside the room to indicate your work space for the exam/assessment. You must sit in this **exact seat**.
- The invigilator in your exam will go through this information with you before you begin.

## GCSE dates + Contingency sessions - Summer 2025

GCSE written exams are currently scheduled to run from week commencing **Thursday 8<sup>th</sup> May 2025 until Thursday 19<sup>th</sup> June 2025**.

Exam boards have designated the afternoon of **Wednesday 11<sup>th</sup> June 2025** and the whole day of **Wednesday 25<sup>th</sup> June 2025** as 'contingency sessions' for exams.

## Where you will take your exams

Exams will take place in appropriate rooms at Richard Barnes Academy.

## What time your exams will start and finish

Morning exams at Richard Barnes Academy will always be published to start at 9.30am. You should arrive at school no later than **9.10am**.

For all afternoon exams at Richard Barnes Academy the start time will be 1.30pm. You should arrive at your exam room no later than **1.20pm**.

Should you arrive late for an examination you may not be permitted to enter the exam after 10am if the exam is scheduled for the morning and not after 2.30pm if timetabled for the afternoon. This is to ensure the integrity of the exam is upheld in line JQC Rule and Requirements around supervision of learners and national published start times.

For examinations that are over 1 hour in length, you must remain in the exam room for 1 hour after the start of the exam. For examinations that are less than 1 hour in length – you must remain in the exam room for the full length of the exam.

For Functional Skills Maths exams – all candidates in the room must have finished the first paper (non calculator) before anyone can move on to the second paper (calculator). If you have finished before other candidates, use this time to double check your answers.

## Supervision during your exams

- Each exam is supervised by an invigilator who ensures that exam rules are followed.
- Invigilators **must** follow strict rules and regulations when conducting exams as directed by JCQ Awarding Bodies.

## Exam room conditions

- You will be escorted to the exam room by a member of staff prior to your exam.
- From the moment that you enter the exam room, you are under formal exam conditions. This means
  - You must not talk, communicate with other candidates, or disrupt the exam in any way.
  - If you are in possession of any prohibited items, you must hand them to the invigilator.
  - If you need help you must put your hand up and wait for the invigilator to come to you.
- You must listen to and always follow the instructions of the invigilator in the exam room

- The centre number, exam subject, paper number, date and start and finish times of the exam will be displayed in the exam room.
- Wait for instructions from your invigilator to fill in the front of your answer booklet with your first name, surname and candidate number (sometimes this will have been filled in for you. Other times, you may have an ID card with your candidate number on it)
- Your invigilator will give you any relevant information regarding the use of additional answer sheets/answer books, etc.
- You must not open the question paper until the exam begins.
- When you have finished your exam, you must remain silent and in exam conditions until you have told you can leave by the invigilator. If you do not, you may be disqualified and your work may not be marked.

### **Where you will sit in the exam room**

There will always be a seating plan for an exam room. You must sit in the correct place, as per the seating plan. Your invigilator will show you where you are sitting.

### **How your identity is confirmed in the exam room**

The Exams Officer (Katy Bruce), Vice Principal (Mrs Judge) or your invigilator will confirm your identity. During certain examinations there may be a photo ID card on your desk – this is provided by the school. You do not need to bring anything to confirm your identity.

### **What equipment you need to bring to your exams**

You do not need to bring any equipment to your examination. The school will supply all equipment needed for the exam/assessment. The equipment you are supplied will depend on what is permitted in the exam but may include - pen, pencil, protractor, ruler, calculator or dictionary.

### **Using calculators**

You can use a calculator in any of your examinations except Maths non-calculator papers. However, you should only need one for Maths calculator and certain Science papers. These will be provided by the school.

### **What you must not bring into the exam room**

You do not need to bring anything into the exam room with you.

Before the exam starts, you will be asked to check your pockets for any of the following items:

- mobile phones.
- watches (of any kind).
- AirPods, earphones, earbuds, iPods, Smart Glasses or similar.
- notes, books or papers.

If you have any of the above unauthorised items let the invigilator know and hand it to them to look after. Please also hand the invigilator any Praise Passports.

Failure to do so may lead to disqualification.

### **Food and drink in exam rooms**

You cannot take any food or drink into the exam room with you. Water will be provided.

The only exception to this is if you have a diagnosed medical condition.

### **What you should wear for your exams**

You are required to wear full school uniform for all of your exams.

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

If you are unwell on the day of your exam, you must let the school know. In some cases, for Functional Skills examinations it **may** be possible to sit the exam the following day.

For other examinations such as GCSEs this will not be possible. Medical evidence of illness can be submitted to the Exams Officer within 3 days of the exam. If the evidence meets the requirements of the JCQ, an application for Special Consideration could be made – this is at the discretion of the school.

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

If you have an unauthorised absence from your exam, it is unlikely that you will be able to sit this at a later date.

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

In the event of an emergency during your exam, such as the fire alarm sounding, you must do the following:

- Follow the instructions of your invigilator.
- Leave all exam materials on your desk.
- Exit through the nearest emergency exit and assemble with the invigilator at the evacuation point. You **must** remain with the invigilator and **not** discuss the exam/assessment.
- Once it is safe to do so, you will return to the exam room to complete your exam.

## Candidates with access arrangements/reasonable adjustments

If you have any exam access arrangements, then your invigilator will be aware of these. These may include:

- A reader, a prompter, a scribe, extra time, supervised rest breaks or the use of a laptop.

Your invigilator may act as your reader, prompter or scribe or there may be another adult in the room who will do this.

If you have an access arrangement for use of a laptop, then this will be set up for you in the exam room.

If you have an access arrangement for supervised rest breaks, one cannot be taken within the first ten minutes of an exam. A single rest break can be no more than 30 minutes in duration. You cannot be given as many breaks as you like for as long as you like. This will be determined by the RBA SENCO and you will be informed as to your personal arrangements.

If the invigilator agrees you need a supervised rest break, they will radio for another member of staff to take you out for an agreed period of time. If you are in an exam on your own, the invigilator will facilitate the rest break.

## Results

For Functional Skills examinations, your results will be given to you on a results slip by your tutor. A copy will also be sent home. This will usually be within one month of sitting your exams.

For GCSE results, there is a national exam results day when results are released to students. This year it will be on **Thursday 21<sup>st</sup> August 2025**. You **must** pick your results up in person. We are unable to give your results out over the phone, by email or to hand them to family members or friends.

You will need to collect your results from the campus that you attend – **Trinity Campus** or **Fitzwilliam Campus**. The school will be open from 9.30am to 11.30am. On the day, staff will be available to discuss your results with you and help you with your next steps, whether that be college, an apprenticeship or something else.



## **Post-results services**

In rare cases, if you are unhappy with your results (for example if you miss a higher GCSE grade by one or two marks) there is a possibility for the school to submit an Enquiry About Results (EAR) or request Access to Scripts (ATS) to see if it is worth asking for your exam to be remarked. In these instances, it is possible for your mark to go down as well as up.

Please speak to Mrs Judge or Katy Bruce if you require further information regarding this process.

## **Certificates**

Your certificates will be kept securely by the school until you have finished Y11. Once all certificates (for example GCSE certificates) have been received by the school, a letter will be sent inviting you to collect your certificates. You will need to sign for these upon collection. If you wish for someone else to collect these for you, photo ID and a signed letter granting them permission must be provided upon collection.

If you move to a different school, arrangements will be made for you to collect your certificates prior to this time.

Please note: we will retain any unclaimed certificates for 12 months. After this period, they will be destroyed in line with JCQ requirements.

## **Internal appeals procedure**

Richard Barnes Academy ensures that when staff mark learners' work (ie – for an internal assessment), that this is done fairly. Work is marked by staff with appropriate knowledge and understanding.

If you feel that your work has been unfairly marked you and/or a parent or guardian can discuss this in the first instance with your subject teacher. If you are still concerned you are able submit a request for a review of marking to the Vice Principal for Quality of Education within 5 working days of the marks having been given by the teacher.

Please speak to Mrs Judge or Katy Bruce if you require further information regarding this process.

## **Complaints policy**

If you, your parent or carer have a general concern or complaint about the centre's delivery or administration of a qualification you are following, Richard Barnes Academy encourages you to try to resolve this informally in the first instance by contacting the relevant teacher or Mrs Judge – Vice Principal for Quality of Education.

If a complaint fails to be resolved informally, you are then at liberty to make a formal complaint. A complaint should be submitted in writing by completing a complaints and appeals form.

For a copy of this form, or to view the Complaints and Appeals Policy please speak to Mrs Judge or Katy Bruce.

The below documents are available electronically on the Richard Barnes Academy website:

[www.rjba.education](http://www.rjba.education)

## APPENDIX 1

### JCQ Information for candidates - coursework

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

*Information for candidates - Coursework 2024-2025*

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

## APPENDIX 2

### JCQ Information for candidates – non-examination assessments

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

*Information for candidates – non-examination assessments 2024-2025*

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

## APPENDIX 3

### JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams.

*Information for candidates – written exams 2024-2025*

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

## APPENDIX 4

### 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 – social media 2024*

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

## APPENDIX 6

### 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.*"

*Unauthorised items* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

## APPENDIX 7

### JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

*Warning to candidates* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

## APPENDIX 8

### JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

*AI and Assessments: A quick guide for students* poster <https://www.jcq.org.uk/exams-office/malpractice/>

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to your tutor by Wednesday 20<sup>th</sup> November 2024

If there is anything you do not understand, you should ask your tutor for clarification.



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

**I have read/been through the contents with a teacher**

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What my personal data is used for by awarding bodies
- Copyright

**I have read and understand the current JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Social media
- Written exams

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY