



# EXAMINATIONS BOOKLET

**2023 - 2024**

## Information and Instructions for Candidates

**Exam Board Contingency Days:**

**Contingency Session 1: Thursday 6th June 2024 (PM)**  
**Contingency Session 2: Thursday 13th June 2024 (PM)**  
**Contingency Session 3: Wednesday 26th June 2024 (All Day)**

**Candidates must be available to sit exams up to and including these dates**

Please note that the contingency sessions are designed to provide a contingency in the event of national or significant local disruption to exams. The contingency sessions do not provide an opportunity for Candidates to sit any exams they may have missed for whatever reason.

*This booklet contains important information regarding your exams during the year. Please read it carefully and refer to it when needed. Paper copies of the booklet are available from the Exam Office should you need one.*

**December 2023**

## **Introduction**

Welcome to the College Exams Booklet which outlines the policies and procedures that are currently in place to ensure the smooth running of both our internal (mock) and external (GCSE and Cambridge Nationals) exams and non examined assessments (NEA). It is designed to help answer any questions you may have leading up to your exams.

We understand that external exams can be a particularly stressful time for both you and your families. It is therefore important that everyone involved in the process is as informed as possible. Well informed students will understand that the rules and regulations in place are designed to ensure fairness and minimise disruption. In this way, exams will be conducted so as to cause as little stress to you as possible and will help you achieve your best.

## **Joint Council for Qualifications (JCQ)**

The JCQ is the organisation responsible for setting the rules and regulations relating to formal exams. It requires students to have been given certain information during their courses and prior to taking external exams. These documents are on the College website and you are expected to read and familiarise yourself with them. Your Tutor will also discuss them with you during form time.

A link to the JCQ website can be found here: <https://www.jcq.org.uk/about-us/>

## **Who is responsible for exams?**

The College is responsible for administering all external exam arrangements. There is a team of trained invigilators who will be present during the exams and who are supervised by the College's exams officer, Mrs Hickman. If you have any questions, please see Mrs Hickman who is based in the Exams Office, along the main corridor.

## **Entries**

In order to enter you for your exams, the College must share certain personal information about you with the exam boards. This includes your legal name, date of birth and gender. Please read the *JQQ Privacy notice* which can be found on the College website. A link to the document is also here:

[https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf)

Other information that is shared includes;

**Candidate number:** Each candidate has a four digit exam number. This is the number you will enter on exam papers.

**UCI (Unique Candidate Identifier):** In addition to a candidate number, each candidate must have a Unique Candidate Identifier. This usually begins with the Centre Number (24415) unless you have been transferred from another school. Your UCI number is used for examination purposes and it is not necessary for you to remember it.

The College uses the Exam Boards AQA, WJEC (Eduqas), OCR and Pearson Edexcel.

### **Candidate and centre number**

It is a good idea to learn your 4 digit candidate number although it will be printed on your candidate card on your exam desk. You will also need to know the College's centre number which is 24415. This is displayed at all times in the exam room.

### **Coursework/Non Examination Assessment (NEA)**

Some subjects have an element of internally marked work included in them which has to be completed, marked and assessed. Your teacher will inform you when and how your assessments will take place and the deadline for submitting your internally assessed work. Teachers must inform you of your marks so that you have the opportunity to appeal the mark if you disagree with it. The procedure for making an appeal for an internal mark can be found in the College's Internal Appeals Procedure's Policy which is on the College website. Students who do not submit coursework on time will not be allocated a mark.

You must read the following JCQ documents which can be found on the College website: JCQ Information for candidates Coursework; Information for candidates - NEA, Information for Candidates - Social Media.. A link to these documents is also provided here <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

### **Plagiarism**

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 (see Malpractice below)

You must submit work for assessments which is completely your own. This means, among other things, that your final product must be in your own words, and must not be copied or paraphrased from another source such as an AI tool, and that the content reflects your own independent work.

Any use of AI which means you have not independently demonstrated your own attainment is likely to be considered malpractice. (Please see the following JCQ document which can be

found on the College website: AI use in Assessments.) A link is also available here: <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

## Research and using references

Your teacher will explain to you whether the use of any AI is permitted in your coursework/NEA. Where it is permitted and you use computer-generated content (such as an AI Chatbot), you must include a reference which must show the name of the AI bot used and the date the content was generated. For example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

## Contingency Arrangements

The awarding bodies publish contingency dates for each exam series. The contingency dates for Summer 2024 are **Thursday 6th June (PM), Thursday 13th June (PM) & Wednesday 26th June 2024** Please note that this means that every student must be available to do exams **up to and including** the second date in the event that an exam has to be rescheduled due to national disruption.

## Exam Timetables

Prior to your exams you will be given your exam timetable. You must check everything on your timetable very carefully. Check that all personal details (spelling of name, date of birth) are correct, as these will be on your GCSE Certificate and can be costly to change. Please note a student must be entered for exams under their legal surname and not preferred surname.

You will also get a paper copy of the JCQ document 'Information for Candidates - written examination' with the timetable. A copy can also be found on the College website and must be read by all Candidates. A link to the document can be found here: [https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written\\_Examinations\\_Sep2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf)

It is your responsibility to check you have been entered for the exams you think you should. Check details of date, time and duration of the exams. If you find any errors you should inform the exams officer, Mrs Hickman, as soon as possible. Her email is [khickman@blessededward.co.uk](mailto:khickman@blessededward.co.uk).

## Exam Clashes

Sometimes there is an exam clash when two or more exams start at the same time. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another (e.g languages).

If you see an exam clash on your timetable, please let the exams officer know as soon as possible. Please don't worry as the Exams Officer will make arrangements for one (or more)

of those exams to be sat at a different time. This may be earlier in the day with a break in between, or one straight after another. In very exceptional cases, it may be necessary for one to be sat the next day.

## **Exam Rooms**

Most exams are sat in the Sports Hall, Drama Studio or Room 53.

Students are seated according to the seating plan created by the Exams Officer. A copy of the seating plan is displayed at the front of the Sports Hall during the Exam period. Students must be seated in candidate number order except for students with access arrangements, who may be seated in a different area of the Sports Hall or in a different room. Candidate number order is not necessarily alphabetical order. You will be informed of your exam room and desk number prior to your exams.

On the day of the exam, you will be invited into the Exam Room by a member of SLT. You are under formal exam conditions from the moment you enter the exam room until you leave. You must listen to and follow the instructions of the Invigilator/s at all times. You must not communicate with or disturb other candidates.

When instructed to do so during the Invigilator announcement, you must complete the front of the answer booklet, with your legal name, candidate number, etc. You must not open the question booklet until the exam begins.

## **What time are your exams**

The exam boards published start times for exams are 9am for morning sessions and 1.30pm for afternoon sessions. Centres are permitted to schedule exams half an hour either side of these start times. At BEOCC, morning exams are scheduled at **9am** but afternoon exams are scheduled at **1.00pm**.

Students are expected to stay for the full time of the exam. Students should use all the available time on their exams and spend any time at the end checking their answers. Students must sit quietly at their desk so as not to disturb other students.

In very exceptional cases, students may leave the exam before the end of the exam but prior authorisation must always be obtained from the Exams Officer and a member of SLT.

Please note that no student will be permitted to leave an exam before 10am during a morning session and 2.30pm during an afternoon session. Any student leaving before this time will need to be reported to the relevant Exam Board for malpractice.

## **Behaviour during the examination**

Good behaviour is expected in an examination and any activities that may disturb or upset other students will not be tolerated. Students must follow the Invigilator instructions at all times.

Disruptive candidates will be dealt with in accordance with JCQ guidelines. Students who try to communicate with other students inside the exam room, or who create a disturbance, will be reported to the exams board and may be asked to leave the exam room.

Prior to the exam, students are asked to wait quietly outside the exam room. Students must enter and leave the exam room in silence and once dismissed they must stay quiet until outside the College, so as to avoid disturbance of other students who may still be doing exams .

### **Exam room conditions**

The JCQ Warning to Candidate Poster sets out the rules and procedures that must be followed in the exam room. A copy of the poster will be displayed outside each exam room but you must make sure that you have read and understood it prior to starting your exams. A copy can be found on the College website. It can also be found here:

[https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022\\_23.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf)

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

A member of the SLT will be present at the start of the exam to assist in identifying candidates. Invigilators will also have a folder containing photographs of all the students sitting an exam.

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

Students should bring writing equipment, coloured pens, erasers, etc. in a transparent plastic bag or pencil case. Non-transparent cases will not be permitted. Pens must be black biro. Gel pens or highlighters are not permitted on answer booklets although they may be used on the question paper itself.

You must be aware of the JCQ rules regarding the use of calculators, which can be found on the College website. Please also find a link here:

<https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators-FINAL.pdf>

The instructions on the exam paper will say if calculators are not allowed or if they are expected to be used in an exam. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where calculators are allowed, candidates are responsible for ensuring that their calculators meet the JCQ regulations. The use, or attempted use of calculators with unauthorised facilities will be regarded as malpractice.

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

The JCQ Unauthorised Items Poster will be displayed outside each exam room. You must note that "Possession of unauthorised items, such as a mobile phone, is a serious offence

and could result in DISQUALIFICATION from your examination and your overall qualification". Unauthorised items include MP3/4 Players, smart watches or other potential technological or web enabled sources of information. A copy of the poster is on the College website. A link is also provided here:

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-t-ext\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-t-ext_September22.pdf)

Other items that should not be brought into the exam room are;

Tipex or correction pens (Students should cross through work they do not wish to be marked)

Notes, papers, texts, books, etc (These are only allowed in certain exams and students will be informed by the teachers in advance)

Lucky mascots

Watches are NOT permitted

### **Food and drink**

Students may bring in still water in a small, transparent bottle with no label or writing on it into the exam room. Food is not permitted in the exam room unless prior consent has been obtained from the Exams Officer and this will only be given in exceptional circumstances.

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

The College's published rules on acceptable uniform apply at all times. All students know the rules and it is their responsibility to ensure they observe them.

### **Where your personal belonging will be stored during the exam**

Bags and coats must be left at the back of the Sports Hall.

We encourage you to leave mobile phones with your Form Tutor who can lock them away securely for the duration of your exam. If this is not possible, mobile phones must be switched off and left in your bag at the back of the Sports Hall.

Any student found with a mobile phone in their possession will be reported to the appropriate Exam Board, irrespective of whether it is switched on or off. Possession of a mobile phone is a serious offence and could result in you being disqualified for that paper and possibly the whole examination.

Please note that having a mobile phone which goes off in the Exam Room (even if it is in your bag at the back of the Sports Hall) will also be considered as malpractice and will need to be reported to the appropriate Exam Board.

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

If you have got the timings of an exam wrong, or are late for whatever reason, and have missed the start time of your exam, you must telephone the school immediately and get a

message to the Exam Officer. You must then try to get into College as soon as possible.

As soon as you are aware that you are going to be late, you also need to hand your mobile phone to somebody else for safekeeping.

Once you get to College, exam conditions can begin and you will be taken to the Exam Room where you will be given the opportunity to sit the exam. Please note that students who arrive after 10am for a morning exam and 2.30pm for an afternoon exam are considered as being "very late" by the exam boards and it is likely that your paper will not be marked. However, if we can establish that you did not have access to your mobile phone this might be considered more favourably by the exam board.

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

If you feel too unwell to sit the exam or if you feel that your illness affected your performance, it is important that you see or speak to a Doctor on the day of the exam and obtain a letter stating the nature of your illness and how it has affected your ability to sit the exam.

Retrospective information is not accepted by the Exam Boards and the doctors' letters must be forwarded to the Exams Officer without delay, as any application must be made within strict deadlines.

If you feel your illness has affected your performance then the Exams Officer may apply to the Exams Board for special consideration. Please let an Invigilator know at the start of the Exam and come to see the Exams Officer at the earliest opportunity.

If you have missed an exam due to illness, the Exam Board may, after examining the medical evidence and any evidence of performance on another/ other papers in that subject, decide to award a grade.

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

A student who does not attend an exam and does not present a doctor's note, or a satisfactory reason for a special consideration request, will receive a grade based only on those elements of the exams which have been marked (provided the acceptable percentage of work has been completed for that course)

### **What to do if you have an issue that may affect your exam performance?**

Any illness, or family circumstance, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Exams Officer so that an application for special consideration can be made to the Exam Boards. Please note that an adjustment is likely to be small and the maximum adjustment that can be made is only 3%.

Special consideration is not granted for long term illness or disability. Any such illness or disability should be brought to the attention of Ms Fitzer, our SENco as soon as possible so



that reasonable adjustments can be considered.

### **What happens if you are granted access arrangements**

If you are identified as qualifying for an access arrangement, an online application will be made on your behalf for the relevant arrangement. This may include having a reader, scribe, prompter or practical assistant. A body of evidence will be kept to monitor the necessity of, or need to change the access arrangement.

Teachers should ensure that access arrangements are implemented in classroom based assessments.

### **Alleged, suspected or actual incidents of malpractice**

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations of any form. Examples of what constitutes malpractice include:

- 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.
- Not telling exam boards or the College about exam information being shared. - Introduction of unauthorised material into the exam room.
- Breaches of exam conditions.
- Exchanging, obtaining, receiving, or passing on information which could be exam related (or the attempt to).
- Offences relating to the content of candidates work.
- Undermining the integrity of exams/assessments.

The Exams officer must report all infringements to the appropriate body and they will decide what action to take based on the infringement. The JCQ Malpractice policy can be found at <https://www.jcq.org.uk/exams-office/malpractice/>

The policy contains a table of offences graded according to levels of seriousness and shows appropriate ranges of penalties that may be applied.

### **Results**

GCSE Results Day for 2024 is **Thursday 22nd August**.

Results will normally be available for collection from 10am, and you will need to go to the Main Hall to collect them. However, timings may change, so please refer to the latest results information sent out nearer the day.

If you want a relative or friend to collect your results, you must inform the exam officer by email ([khickman@blessededward.co.uk](mailto:khickman@blessededward.co.uk)) before the end of the Summer term. Your relative or friend will then need to bring some form of ID into College when collecting your results.

If you cannot collect your results (because you are on holiday for example) then it is possible in some circumstances to have your results emailed to you. Please note that your results can only be emailed to your school email address which will be kept live for this purpose.

If you want your results to be emailed to you, then please email your request from your school email account to [khickman@blessededward.co.uk](mailto:khickman@blessededward.co.uk) before the end of the Summer term. Please give details in the email as to why you are unable to collect your results -i.e. pre booked family holiday.

Please note that if you wish your results to be emailed to you, emails will not be sent out confirming results until 11.00 at the earliest.

Exam Boards do not permit results to be given over the phone for security reasons.

## **Post Results Services**

If you are concerned about an examination result, it is important that you discuss your concerns with your subject teacher or a member of SLT as soon as possible, preferably on results day.

There may be a number of options open to you but it is important to be aware that grade protection does not apply to post review services. This means that for each service your mark and subject grade may be lowered, confirmed or raised as a result of the review.

### Service 1: Clerical Re-check

A clerical re-check makes sure that all the pages in your exam paper were marked, that all the marks were counted and that the result matches the mark on your paper. You can request these services for individual units or components. You can only request a clerical check once for each paper. You can request a photocopy of your checked script usually for an additional fee.

### Service 2: Review of Marking

A post-results review of marking is carried out to ensure that the agreed mark scheme has been correctly applied, and includes the clerical check in a Service 1. Please note this is not a re-marking of your paper. A second examiner will review your paper to identify genuine marking errors or unreasonable marking. You can request a review of marking for individual units or components. You can also request a photocopy of your checked script usually for an additional fee.

### Access to Scripts (ATS)

This is a photocopy of the marked exam paper that you can use to decide whether to request a review of marking or a clerical check (Priority Access to Scripts) or to support teaching and learning (non Priority Access to Scripts).

Fees are applicable for all post results services and these vary according to the Exam board used. Details of the fees will be found on the College website when they are published. Please note that fees are per paper, not per subject. We require payment in full before any enquiries can be processed. If an enquiry results in a change in an overall grade then the board's fee for that enquiry is waived and thus you will receive a refund for the full amount.

## **Certificates**

Certificates for the Summer series will be handed out at our annual Presentation Evening which usually takes place in November.

After Presentation Evening, your certificates will be available for collection from Front Reception. If you are unable to collect your certificates yourself, you will need to provide written authorisation that you wish somebody else to collect them on your behalf.

You can email your written authorisation to [khickman@blessededward.co.uk](mailto:khickman@blessededward.co.uk) stating the name of the person you wish to nominate to collect your certificates. Please ask your nominated person to bring a form of photographic identification with them so that their identity can be verified when collecting your certificates.

Any unclaimed certificates will be kept for 5 years after which they will be securely destroyed. After this time, you will need to contact the Awarding Bodies directly who will issue you with a 'certifying statement of results'. There will be a fee for this service so please try to collect your certificates as it is likely at you will need them at some point in the future.