



Examination Guidance for Students

2021/22

Contents

Introduction	3
Purpose of this handbook	3
Malpractice	3
Personal data	3
Copyright.....	4
Coursework assessments/non-examination assessments	4
Written timetabled exams	4
Contingency day - Summer 2022	4
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	4
Where you will take your exams	5
What time your exams will start and finish.....	5
Supervision during your exams	5
Exam room conditions.....	5
What equipment you need to bring to your exams	5
Using calculators	6
What you should not bring into the exam room.....	6
Food and drink in exam rooms.....	6
What you should wear for your exams	6
Where your personal belongings will be stored during your exam	7
What to do if you arrive late for your exam.....	7
What to do if you are unwell on the day of your exam.....	7
What happens if you have an unauthorised absence from your exam.....	7
What happens in the event of an emergency in the exam room.....	7
Candidates with access arrangements/reasonable adjustments.....	7
Results	7
Post-results services	8
Certificates.....	8
Internal appeals procedures	8

Introduction

Dear Students,

Saint Martin's Catholic School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at the centre and are made aware of the required JCQ/awarding body instructions and information for candidates. This handbook provides students and parents/carers with all necessary information surrounding examinations held at Saint Martin's Catholic Academy.

Please read this guide carefully. It contains all the information you need to ensure that your exams run smoothly. Once you have read and understood this guide, please complete the online *Student Examination Guidance and Entry Confirmation Form* via link <https://forms.office.com/r/5PTQRmtMde> by **Friday 11th February 2022**.

If you have any queries or concerns, please do not hesitate to contact the Examinations Officer, Miss Hickey via exams@saint-martins.net.

Purpose of this handbook

- To inform candidates about malpractice in examinations/assessments.
- To inform candidates about the use of their personal data and copyright.
- To ensure candidates are provided with all relevant information about their exams and assessments.
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided to candidates.
- To answer questions candidates may have etc.

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:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - 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
- Candidates are to be aware of the JCQ information regarding malpractice and social media via the following link: [Information for candidates – social media](#)
- It is important candidates are aware of malpractice in examinations. If candidates are suspected of malpractice, they may be removed from the examination room and have their paper disqualified. Depending on the seriousness of the incident, they may be disqualified from the entire examination series. Such cases are reported directly to the relevant Awarding Body and the outcome is determined by Awarding Body.

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice available via the following link [Information for candidates – Privacy Notice](#).

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence).
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments/non-examination assessments

- Students will be informed of their non-examination assessments by their subject teacher.
- Saint Martin's Catholic Academy is committed to ensuring that whenever staff have marked candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Saint Martin's Catholic Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- On being informed of their centre assessed-marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.
- Candidates are to be aware of the JCQ information regarding coursework and non-examination assessments via the following link: [Information for candidates documents](#).

Written timetabled exams

- Candidates will receive their statement of entry. Candidates are to check all personal details and exam entries are correct by Friday 11th February 2022.
- If any of the information is incorrect please inform the Exams Officer by Friday 11th February 2022.
- The exam timetables are available via the School website- under Students > Exam Information.
- Candidates will receive an individual candidate timetable two weeks before.
- Candidates are to be aware of the JCQ information for candidates documents. These are available on the school website and as appendices at the end of this document.
- Candidates are to be aware of the Exam room posters- Warning to candidates and Unauthorised items. These are available as appendices at the end of this document, on the school website and outside the exam rooms during the exam season.
- Candidates are to be aware of the JCQ information regarding written exams via the following link: [Information for candidates documents](#).

Contingency day - Summer 2022

- Candidates are expected to be available up until and including the contingency date: Wednesday 29th June 2022.
- In the event of national disruption to a day of examinations in summer 2022, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled.

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

- When a candidate has two exams scheduled at the same time this is called a timetable clash.
- One paper will be taken, followed by a short supervised break before the next paper is taken in the same session. Formal examination conditions will be in place at all times in the exam room.
- The timetable clash arrangements will be discussed with the candidate before the scheduled date.

Where you will take your exams

- Two weeks before the start of the exam series candidates will receive an individual candidate timetable. This will state the room and seat are allocated to sit each exam.
- Outside the hall there will be seating plans for the sessions taking place each day. You can also check your room and seat via these seating plans.
- It is important candidates sit in the correct seat. If cannot find your seat, please ask an invigilator for guidance.

What time your exams will start and finish

- There is a morning and afternoon exam session during the summer series.
- Morning sessions will start at 9am.
- Afternoon sessions will start at 1pm on Mondays and 1:15pm Tuesday- Friday.
- It is the candidate's responsibility to attend their exams for the full duration until they are dismissed by an invigilator after all the examination scripts have be collected.
- Some exams may run over the school day, particularly on a Monday or if you are entitled to extra-time. If an exam finishes after the end of school day candidates will be responsible to organise alternative provisions of getting home.
- The JCQ regulations state, candidates who take an exam earlier than the awarding body's published start time of 09:00 or 13:30 must be kept under centre supervision until one hour after the JCQ published start time. Therefore, students will not be released until 14:30 even if their exam is due to finish earlier.

Supervision during your exams

- Exams are supervised by a team of invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ.

Exam room conditions

- Candidates are to line up outside in the tennis courts in their relevant rows before being invited in to the examination room.
- All students are under formal exam conditions as soon as they enter the examination room until they leave the exam room.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must not communicate with or disturb other candidates.
- Candidates must not write on your exam paper until instructed to do so by an invigilator, this includes completing your details on the front of the paper.
- Candidates must not have on them or near them any unauthorised materials. If unauthorised materials are accidentally brought into the exam room, they must be handed in to an invigilator. Failure to do so may lead to disqualification.
- If a candidate needs to leave the exam room, they must raise their hand to attract an invigilators attention and be escorted and supervised by an invigilator.
- If you leave the exam room without permission or supervision you will not be allowed back into the examination room.
- Candidates must remain silent whilst papers are being collected at the end of the exam.
- All examination materials must be left in the examination room. This includes question papers, answer booklets and additional answer sheets (even if they have been left blank). It is an offence to remove any such material from the examination room.
- Candidates must be aware on appendix 2: [JCQ Warning to Candidates Poster](#)

What equipment you need to bring to your exams

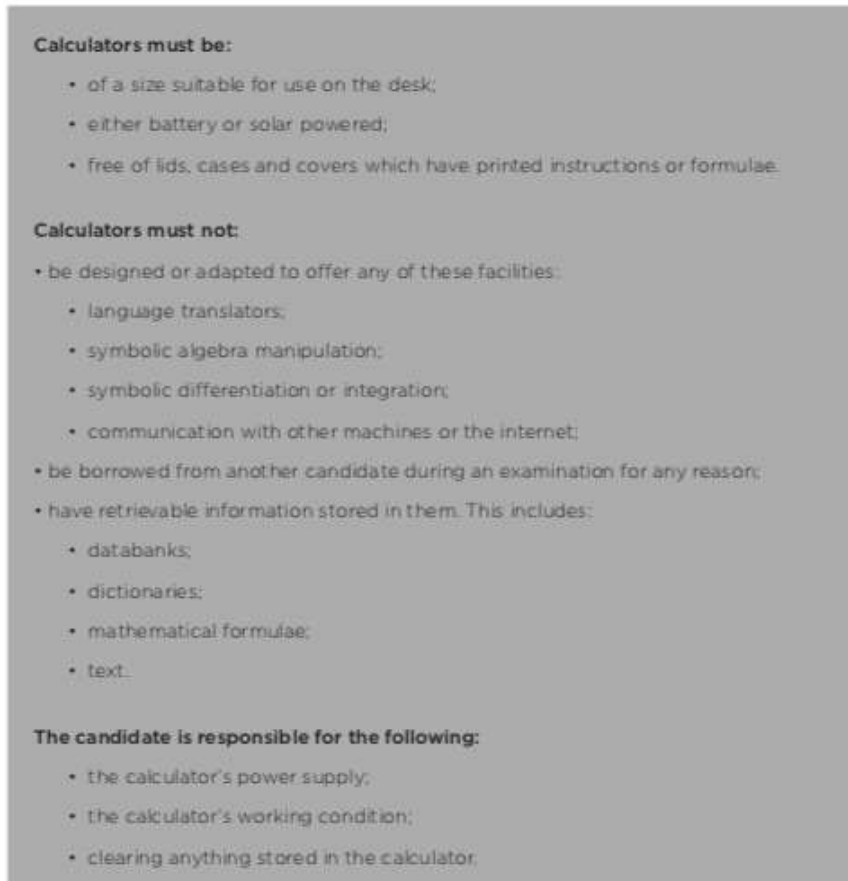
- Candidates are expected to bring the relevant equipment needed for each exam. Please check with your subject teachers of the equipment required for each exam.
- For non-calculator exams, please do not bring your calculators into the exam room.

- Candidates are to bring their equipment in a clear pencil case.

Using calculators

- Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Please see below:

10.3 Candidates must be told these regulations beforehand and be familiar with the *information for candidates* documents.



Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

(Captured from [JCQ Instructions for conducting examinations 2021-2022](#), section 10.3 on 10 September 2021)

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

- Candidates must not to bring their coats or bags into the exam room.
- Unauthorised items such as notes, phones, electronic items and watches must not be brought into the exam room.
- Candidates are to be aware of appendix 1: [JCQ unauthorised items poster](#)

Food and drink in exam rooms

- Food is not allowed in the exam room.
- Only water in a clear bottle, free from any labels or writing is allowed in the exam room. Bottles not meeting this requirement will be removed without discussion.

What you should wear for your exams

- School uniform must be worn for all exams. Candidates are able to remove their blazer once they have been invited to sit down.

Where your personal belongings will be stored during your exam

- Candidates are not allowed to bring their coats and bags into the exam room. Coats, bags and unauthorised items including mobile phones and watches are to be stored in the candidate's locker.

What to do if you arrive late for your exam

- Candidates who are likely to be late for an exam, please contact the School Reception on 01455 212386.
- Candidates who arrive late for an exam must go straight to Reception and await instruction from the Exams Officer.

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

- If a candidate is unwell and unable to attend the exam their parent/carer is to inform the school via the attendance officer. The exam officer may be in contact to confirm reason of absence and request any necessary evidence to send to the awarding body.
- If a candidate is unwell but is able to attend the exam please see the exams officer.
- If a candidate is unwell during the exam please inform an invigilator.
- Candidates may eligible for special consideration if they have been fully prepared and have covered the whole course but their attendance to an examination or assessment is materially affected by adverse circumstances beyond their control. This includes temporary illness or accident/injury at the time of the assessment.

What happens if you have an unauthorised absence from your exam

- An unauthorised absence from an exam is likely to affect your overall grade.
- Any candidate who does not turn up to an exam without a valid reason may be charged the entry fee for the qualification.

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

- If an emergency takes place candidates will receive instructions from the invigilators.
- Candidates are to remain silent at all times and not communicate with any other candidates.
- If the exam hall needs evacuating, candidates will be instructed to leave in exam conditions and evacuate to the tennis courts.
- If and when possible to return to the exam room, students will be given the full time allowance for the exam.
- The examination board will be contacted about the incident so that any allowances can be made when marking scripts.

Candidates with access arrangements/reasonable adjustments

- Saint Martin's aims to ensure that all students have equal access to examinations and are neither advantaged nor disadvantaged in relation to their peers by any long term, substantial Special Educational Needs/Disabilities (SEND) or Additional Learning Need (ALN).
- Access arrangements reflect the support that is usually given to the student in the classroom, internal exams and mock examinations. This is commonly referred to as 'normal way of working'.
- The necessary arrangements for students with examination access arrangements are organised by the Examinations Officer in liaison with the SEND Co-ordinator.

Results

- Results day for GCSEs is Thursday 25th August 2022. Candidate's will be informed of the collection arrangements and details closer to the date.
- Students will receive a statement of provisional results.
- There will be senior leadership team staff available on the day to support candidates if needed.

Post-results services

- Post results services are available if a candidate has a query about their results.
- Details of services, fees, the relevant forms and closing dates will be made available on the day when results are collected, if required.
- Deadlines vary and it is the responsibility of the candidate to consult with staff and ensure they complete all necessary paperwork and submit payment in good time.

Certificates

- Candidates will be invited to a Prize Giving evening, where certificates will be presented to students.
- After prize-giving, certificates will be available to collect from school.
- Alternatively, students may arrange for certificates to be collected on their behalf by providing the Exams Officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

Internal appeals procedures

- Saint Martin's Catholic Academy is committed to ensuring that whenever staff have marked candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Saint Martin's Catholic Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
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AQA

City & Guilds

CCEA

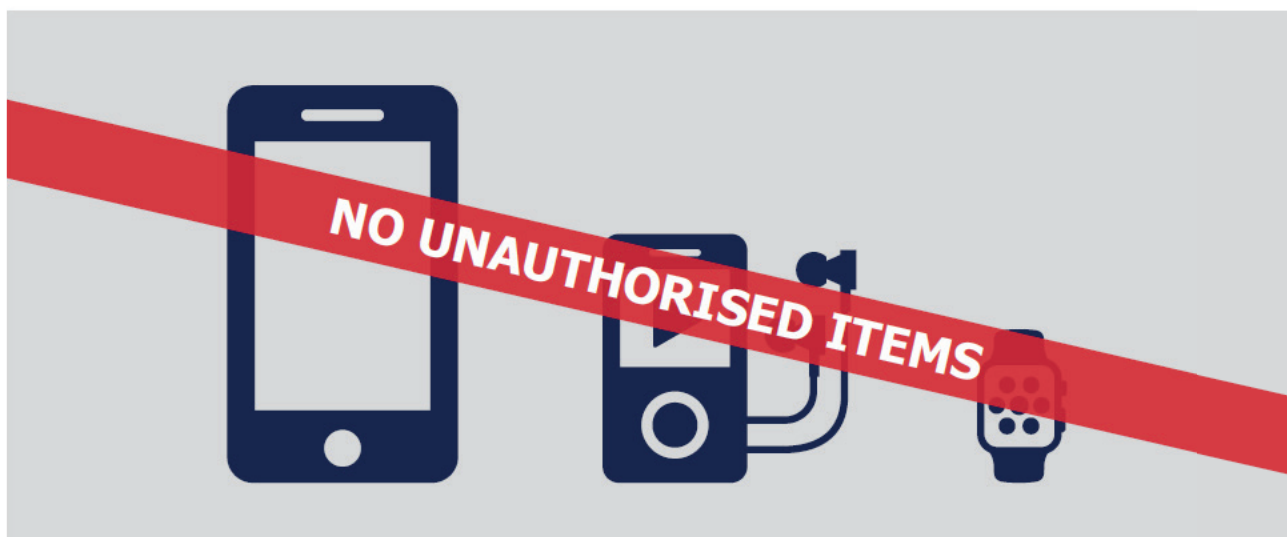
OCR

Pearson

WJEC

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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.

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.