



THE KING'S SCHOOL GRANTHAM

CANDIDATE EXAM HANDBOOK 2019/20

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INTRODUCTION

The King's School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

The Exams Officer is Mrs Topham.

This hand book complements information that is provided to students via the school's website, Form Tutors and Assemblies. It aims:

- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures

COURSEWORK/CONTROLLED ASSESSMENTS/NON-EXAMINATION ASSESSMENTS

Coursework, controlled assessments and non-examination assessments take place in certain subjects. All candidates should be aware of the relevant JCQ information:

Information for candidates documents - coursework, controlled assessments, non-examination assessments, social media (see appendix)

The subject tutor will inform candidates on:

- When assessments will take place.
- How candidates are informed about their assessments.
- Any relevant deadlines that must be met.
- How work is marked or assessed.
- When candidates are informed of their centre assessed marks (and the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre's marking).
- Which NEA work is externally marked.

WRITTEN EXAMS

In January candidates are issued with their statement of entry and timetable. They are instructed to check that their personal details and exam entries are correct and to ensure they know the date and time of all their exams and assessments. If this information is incorrect candidates should inform the Exams Officer immediately. Candidates at this time are also issued with JCQ information for candidates documents.

APPLICATIONS FOR SPECIAL CONSIDERATION

If a candidate sits an examination under adverse circumstances an application for special consideration can be made by the centre. Awarding bodies will not enter into discussion with candidates or their parents as to how much special consideration should be applied. Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but their performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

These include but are not limited to:

- Temporary illness, accident or injury **at the time of the assessment.**
- Bereavement at the time of the assessment.
- Domestic crisis at the time of the assessment.

Should a candidate feel that their circumstances are such that an application should be made on his behalf he must notify the exams officer or alternatively his Head of Year who will liaise with the exams officer. Depending on the circumstances medical or other evidence may be required by the awarding bodies.

WHAT TO DO IF YOU IDENTIFY YOU HAVE TWO OR MORE EXAM PAPERS TIMETABLED AT THE SAME TIME (AN EXAM CLASH)

Exam clashes often occur and this is when two or more exams are scheduled to take place at the same time. The Exams office will follow JCQ guidance and if necessary reschedule the exams and inform students via a separate timetable the order in which these exams will take place and any supervision arrangements that will be necessary. Under certain circumstances one paper will be followed immediately by the next paper(s) in the same session.

WHERE YOU WILL TAKE YOUR EXAMS

Prior to exams taking place lists are displayed in the Lower Foyer showing candidates which room the exam will take place in and also which seat has been allocated to them. To ensure that the exam starts on time it is essential that candidates arrive no later than 10 minutes before the start of any exam and they know which seat they have been allocated.

WHAT TIME YOUR EXAMS WILL START AND FINISH

All external exams are scheduled to start at either 9:00AM or at 1:00PM; however, students should consult their individual timetables for confirmation. The start times of mock examinations vary and are shown on student timetables.

Students will not be allowed to leave the room until the exam is completed.

SUPERVISION DURING YOUR EXAMS

Exams are supervised by a team of external invigilators, who ensure that all exams are conducted in accordance with JCQ and the awarding bodies rules and regulations.

EXAM ROOM AND EXAM CONDITIONS

Once candidates are invited into the exam room they are under exam conditions until they are given permission to leave by the invigilator any failure to observe these conditions may be considered as malpractice and be subject to penalties or disqualification.

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.

Candidates must not communicate in any way with or disrupt other candidates.

A clock, the centre number, exam details, date and start and finish times are displayed in the exam room.

Candidates are instructed when and how to complete the front of their answer books with the relevant information (e.g. correct first name, surname, centre number, candidate number, signature etc. They must not write on the question paper or answer booklet until instructed to do so.

Candidates will also be informed of any relevant information regarding the use of additional answer sheets or answer books.

WHERE YOU WILL SIT IN THE EXAM ROOM

Candidates are seated in a pre-arranged order, prior to an exam seating lists are displayed in the Lower Foyer and outside each exam room. Candidates should identify their seat number prior to entering the exam room. If a candidate has difficulties identifying his seat, he should ask a member of staff or an invigilator for assistance.

WHAT EQUIPMENT YOU NEED TO BRING TO YOUR EXAMS

Candidates should ensure that they bring ALL necessary equipment with them to their exam.

Candidates are reminded that they should **write only in black pen.**

Any pencil cases must be **see-through with no labels or writing.**

In an emergency the invigilator will have a small amount of equipment that can be borrowed, however, the centre cannot guarantee that this will be available.

WHAT YOU SHOULD NOT BRING INTO THE EXAM ROOM

Candidates should not bring into the exam room any unauthorised items, including:

- Notes
- Exercise or text books
- Potential technological or web enabled source of information such as an iPad, a mobile phone, a MP3/4 player, a smartwatch, a fit bit or a wrist watch which has a data storage device.

A breach of these regulations may constitute malpractice and will be reported to the awarding bodies who may impose sanctions and penalties.

USING CALCULATORS

Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in your exams (calculator lids should not be taken into the exam room)

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ 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 formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

FOOD AND DRINK IN EXAM ROOMS

Water is permitted into an exam room as long as it is in a clear, colourless plastic bottle, with no writing or labels on it. Food and chewing gum is not permitted.

WHAT YOU SHOULD WEAR FOR YOUR EXAMS

Candidates must wear school uniform for their exams. Once in the exam room, if they wish candidates will be permitted to remove their blazers and place them on the cross bar of the desk.

WHERE YOUR PERSONAL BELONGINGS WILL BE STORED DURING YOUR EXAM

Candidate bags, coats and unauthorised materials including mobile phones will not be permitted in the exam room and should be left outside.

WHAT TO DO IF YOU ARRIVE LATE FOR AN EXAM

If a candidate is delayed to an exam he should make contact with the school as soon as possible where depending on the circumstances appropriate advice will be given. All reasonable steps should be taken to get to the centre as soon as possible so that the candidate can sit the exam.

WHAT TO DO IF YOU ARE UNWELL ON THE DAY OF AN EXAM

If a candidate is unwell prior to an exam taking place contact should be made with the exams officer as soon as possible. A decision will then be taken either to proceed with the exam and whether to apply for special consideration or for the candidate to be absent from the exam. Medical evidence may be required by the awarding bodies.

If a candidate becomes unwell during the exam then he should inform an invigilator, who will notify the exam's officer. A decision will then be taken to either continue with the exam or not and whether to apply for special consideration.

WHAT HAPPENS IN THE EVENT OF AN EMERGENCY IN THE EXAM ROOM

Should an emergency occur whilst an exam is in progress, candidates will be given instructions by the invigilators. Should an evacuation be necessary candidates will be escorted to the carpark where they will remain under exam conditions, where necessary an application for special consideration will be made.

Should it not be possible to continue with the exam guidance will be sort from the awarding bodies.

CANDIDATES WITH ACCESS ARRANGEMENTS

Candidates with access arrangements will be advised via the SENDCo of the arrangements that they will receive. The invigilators will ensure that these arrangements where appropriate are in place for all external and mock examinations.

ALLEGED, SUSPECTED OR ACTUAL INCIDENTS OF MALPRACTICE

The centre will inform awarding bodies immediately of any incidents of alleged, suspected or actual malpractice as required under the JCQ regulations.

The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved. Not all the sanctions and penalties are appropriate to every type of qualification or circumstance. These penalties may be applied individually or in combination.

Standard penalties:	
1	warning;
2	loss of marks gained for a section;
3	loss of all the marks gained for a component;
4	loss of all the marks gained for a unit;
5	disqualification from the unit;
6	disqualification from all units in one or more qualifications taken in the series;
7	disqualification from the whole qualification;
8	disqualification from all qualifications taken in that series;
9	barred from entering for examinations for a set period of time.

RESULTS

Candidate results should be collected from school on results day. Years 13 can collect their results from 8:00AM on 13 August 2020 from the Sixth Form Centre. Year 11 results will be available from 9:00AM on 20 August 2020 from the Sixth Form Centre. If students are unable to collect their results in person they should complete a form requesting that they are collected by a nominated person or posted home. This form can be found on the exam section of the school website. In addition, any student who wishes to have his results forwarded in the post must provide a stamped addressed envelope. All requests should be made to the Examinations Officer before the last day of term.

Please note results will not be issued by phone or email under any circumstances.

Senior members of staff will be at the centre on results publication days to assist students if necessary.

POST-RESULTS SERVICES

Upon receipt of their results candidates may wish to request a review of results (ROR) or access to scripts (ATS) services provided by awarding bodies. All requests must be made through the centre and candidates must complete the ROR request and consent form available from the school website. This must be handed into the exams officer by the appropriate deadline set out in Post-results deadlines, fees and charges form also available on the website. Payment for all services is required at the time of application. Requests cannot be processed until the consent form and payment have been received from the candidate. Candidates are usually notified of any outcomes via email.

CERTIFICATES

Certificates are normally available for collection from the middle of November. Year 13 students will be sent an email notifying them when they can collect their certificates. These will be issued through the School's Reception Office. Year 11 will be notified through the school system and certificates will be collected from the Sixth Form Centre.

If you are unable to collect your certificates in this way you may wish to have them collected on your behalf, information on the procedure and forms are available from the school website. Please note we will not send them out via the post.

Please be aware that all uncollected certificates will be returned in accordance with JCQ rules to the awarding bodies after 12 months. Awarding bodies will charge for the re-issue of each certificate.

COMPLAINTS, APPEALS AND INTERNAL APPEALS PROCEDURES

The school's exam complaints and appeals procedures are available on the school website.

APPENDIX 1 - JCQ INFORMATION FOR CANDIDATES – NON-EXAMINATION ASSESSMENTS

You must read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---non-examination-assessments>

APPENDIX 2 - JCQ INFORMATION FOR CANDIDATES – ON-SCREEN TESTS

You must read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---on-screen-tests>

APPENDIX 3 - JCQ INFORMATION FOR CANDIDATES – WRITTEN EXAMS

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

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

APPENDIX 4 - JCQ INFORMATION FOR CANDIDATES – PRIVACY NOTICE

You must read this information as it informs you how the "JCQ awarding bodies will process your personal data."

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

APPENDIX 5 - JCQ INFORMATION FOR CANDIDATES – SOCIAL MEDIA

You must read this information to help you stay within examination/assessment regulations when using social media.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/using-social-media-and-examinationsassessments>

APPENDIX 6 - JCQ *NO MOBILE PHONES* POSTER

This 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."

<https://www.jcq.org.uk/exams-office/exam-room-posters/no-mobile-phones-poster>

APPENDIX 7 - JCQ *WARNING TO CANDIDATES* POSTER

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

<https://www.jcq.org.uk/exams-office/exam-room-posters/warning-to-candidates>