

Candidate Handbook

General Examination Information

Awarding Bodies:

These are the organisations that provide qualifications for schools. Awarding bodies used by this school are AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

Candidate Number:

This is a four digit number allocated to each candidate, and will be needed in each examination.

Centre Number:

Our Centre Number is 12272

Examination Noticeboard:

This is located in the canteen. Seating plans will be placed here along with any other important examination information.

Examinations Office:

This is located in the Sports Hall. If you have a query regarding examinations please speak to a member of the examination team.

Examination Regulations:

It is your responsibility to familiarise yourself with all JCQ regulations that were shared with candidates at the beginning of the year. They are also available on the [school website](#).

Please make sure that this guide is read in full, especially the section on Malpractice.

Invigilators:

An invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.

Joint Council for Qualifications (JCQ):

The JCQ represents all the awarding bodies that offer GCSE or GCE A Level qualifications. The JCQ ensures that learners of all ages and abilities have access to qualifications and is responsible for producing administration rules for general qualifications.

JCQ Inspectors:

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and candidates are adhering to the general regulations laid down by the awarding bodies.

UCI Number:

A UCI (unique candidate identifier) is a number which every candidate is given and is used to link all entries and results for a candidate across an examination series and between different examination boards and centres.

Preparation for Examinations

Bags:

Candidates in Year 11 must place their bags in their locker prior to registration in the canteen. If you do not have a locker please speak to your Head of Year prior to the examinations so that alternate arrangements can be agreed.

Candidates in the Sixth Form should leave their bags in the Common Room prior to registration.

Clashes:

If you have an examination clash your individual seated timetable will reflect any changes and you will have received details of supervision if required.

During supervision you will be able to eat (you will need to bring in a packed lunch) and revise.

No electronic devices are allowed during supervision.

Contingency Days:

This year the JCQ contingency day is on Wednesday 24th June. All candidates must be available on these days to sit examinations should local disruption arise.

Examination Dates:

Examination dates are set nationally by the awarding bodies and **NOT** by the school.

Examinations cannot be re-arranged (except in the case of clashes) and all examinations must be sat on the timetabled date.

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Examination Rooms/Seating Plans:

Rooms and seating for each examination will be shown on your seated examination timetable. Seating plans will also be displayed on the examination notice board.

Examination Start Times:

Examinations start at **9.00am** for morning examinations and **1.15pm** for afternoon examinations.

Equipment:

Please make sure you have the correct equipment, including spares prior to the start of the examination series.

All equipment will need to be in a clear pencil case.

Food and Drink:

Food is not allowed into the examination room. You are only allowed to take water into the examination room. This must be in clear bottles (not frosted) and all labels must be removed.

Glasses:

If you need glasses during the examinations please note that you will not be able to bring in the case for your glasses.

Uniform:

Candidates in Year 11 (or those taking community language examinations) must wear full school uniform, including a school blazer. Your school blazer can be removed once seated if required. There are no coats, hats, gloves, scarves or other non-uniform items allowed in the examination room.

Candidates in the Sixth Form must follow the Sixth Form dress code. No coats, hats, gloves or scarves are allowed in the examination room and ID badges must not be brought into the examination.

Only headwear worn for religious beliefs can be left on during the exam.

Attendance during Examinations

Attendance at the Examinations:

Examinations start at 9.00am for morning examinations or 1.15pm for afternoon examinations.

Candidates in Year 11 (or those taking community language examinations) must be **seated** in the canteen by **8.40am** for a morning examination or **12.55pm** for an afternoon examination.

Candidates in the Sixth Form must be in the Sixth Form Common Room by **8.30am** for a morning examination and **12.45pm** for an afternoon examination.

Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are unwell please notify the school as early as possible by telephone on 0208 449 2984. The examination team will advise you on the medical evidence required if you are unable to attend.

Illness:

If you are unwell during the examination period please contact the Examinations Team by email on examinations@qegschool.org.uk so that advice can be given on the best course of action going forward.

Late Arrivals:

If you are running late please notify the school as early as possible by telephone on 0208 449 2984. The examination team will discuss the best options with you to ensure that you can sit the examination.

If a candidate arrives very late (one hour after the published starting time) they may be allowed to sit the examination at the discretion of the Head of Centre, but a written report must be sent to the Awarding Body, who will determine whether they will accept the script.

Special Consideration:

Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and we can provide appropriate evidence. Please email examinations@qegschool.org.uk if you feel that you have been affected by

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circumstances beyond your control during the examination period.

Malpractice

Malpractice:

Malpractice is any action which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. Malpractice can occur in the course of any examination or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of malpractice are: possession of a phone (even if off), watch, headphones, notes, talking, turning around in an examination, making eye contact, any other unauthorised items found in your pocket, poor behaviour, plagiarism or graffitiing of an examination script and any posts on social media regarding examinations.

If a report is made to an awarding body, depending on the severity of the incident, this could mean:

A warning

Loss of marks in one paper or for an entire subject

Loss of marks for any examination entered for the relevant awarding body

Loss of marks for all examination in the series

Exclusion from sitting examinations for a period of time

Any incidents of malpractice (or suspected malpractice) in examinations **MUST** be reported to the awarding bodies.

Even if the items are in your pocket and you have no intention of using them we have no alternative than to report the incident to the awarding body concerned.

During the Examination

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you enter and leave. Once you enter the examination room you are under examination conditions and must follow all rules.

Should you require any assistance, or become unwell please raise your hand clearly and wait for an invigilator to come to you.

Candidate (ID) Card:

This is on your desk and displays your photo, candidate number, centre number and UCI number. **Please do not remove or deface your student photo ID card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

Please also do not write on your examination desk: this constitutes vandalism.

Candidate Number:

Your candidate number is printed on your student photo card and your individual timetable. You will be seated, by subject, in candidate number order.

Start of the Exam:

Candidates are under formal examination conditions from the moment they enter the examination room. **You MUST NOT talk to, attempt to communicate with or disturb other candidates in any way whilst in the examination room.**

The invigilator will announce clearly to you when you may complete the details on your answer booklet. **You MUST NOT write anything on your answer booklet before being told to do so.**

Invigilator Announcement:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, following all the JCQ rules.

This includes **any form of communication** between candidates during an examination, as well as any other practice that could conceivably be seen as an attempt to communicate or use unauthorised materials.

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Whilst we are sure this would not be deliberate it does include having unauthorised materials on your person so please remember to check all pockets before you enter the examination room and listen carefully to the invigilator announcement at the beginning of each examination.

You must not have any items in your pockets at all, including notes, tissues or even your examination timetable.

If any watches, phones, fitbits or other banned items are brought into the examination room and handed in during the invigilator announcement they will be placed in a box.

Due to the necessity to start examinations on time we will be unable to label any of these items. It is important that you understand that these will be left at your own risk and the school cannot take any responsibility for these items.

The box will be left at reception for you to collect after your examination.

Summoning Assistance:

If you have any questions, your equipment has broken, or you feel unwell please put up your hand and wait for an invigilator.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and we can provide appropriate evidence.

If there is anything wrong during your examination you must report it during the examination to an invigilator who will record the information and pass it to the examinations team. This will then be investigated and if it falls within the JCQ guidelines for special

consideration an application will be made on your behalf.

Additional Answer Sheets:

Should you require additional answer sheets in an examination please ask an invigilator. All pieces of extra paper must include your name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed **inside** the booklet.

Toilet Breaks:

It's very important you make sure you go to the toilet before your examination. Please be aware that except for emergencies there will be no toilet breaks in exams less than 1 hr 30 minutes, and no breaks during the first or last 30 minutes.

If you do need the toilet during an examination please put up your hand and wait for an invigilator. You will be expected to remove your blazer prior to leaving the examination room. Sanitary products are available outside the toilets.

End of Examinations:

The invigilators will tell you when to stop writing, there will be no warning, it is your responsibility to check the time on the clock.

The invigilators will collect your examination papers before you leave the examination room.

Absolute silence must be maintained during this time and until you are outside the building – remember other examinations may be continuing as you leave.

No candidate will be allowed to leave an examination early even if they have finished.
Candidates allowed extra time will not be allowed to leave until the end of the extra time period.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

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Examination Equipment

Equipment:

All candidates must remember to bring their own equipment to any examination that they have. These include pens, pencils, calculators, rulers, rubbers and a pencil sharpener.

Please remember to only bring allowed equipment into an examination, for example do not bring a calculator to an English examination.

All equipment must be in a clear pencil case.

Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets.

Please check with your subject teacher what equipment is required for each examination.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers so that they can scan

papers onto a computer to send to the examiners for marking. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your examination, or it may not get marked.

Black ink is the only colour the scanners can read.

Calculators:

Calculators may be used in some examinations: In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*

No lid, cases or printed instructions are permitted.

Non Examined Assessments (Coursework)

Non-Examined Assessments

Some subjects contain elements of coursework assessments. When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

Artificial Intelligence:

Pupils must submit work for assessments which is their own. It cannot be copied or paraphrased from another source such as an AI tool. AI misuse constitutes malpractice. The malpractice sanctions include disqualification and potential exclusion from taking qualifications for a number of years. Your marks may also be affected if you have relied upon AI to complete an assessment. We will know this by either, the attainment you have demonstrated not accurately reflecting your own work and/or by submitting inaccurate bibliographies.

Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body. If you have any concerns with the marks issued please follow the information in the QEGS Non Examined Assessments Appeals Policy document shared at the beginning of the year. This is also available on the [school website](#).

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

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Results and Post Results

Results:

Candidates in Year 13 may collect their results from the school on Thursday 13th August between 8.00am and 11.00am. Candidates may also nominate a friend or relative to collect their results for them but this must be confirmed in writing before the end of term. The nominated person should bring photographic evidence showing their identity.

Candidates may also request to have the results emailed via their school email address. A Google Form will be shared with candidates after the examination series to confirm their preference for collection of results. Please note that a computer must be used to open emailed results, these cannot be accessed via your phone.

Candidates in Year 11 may collect their results from the school on Thursday 20th August between 9.00am and 12.00pm. Candidates may also nominate a friend or relative to collect their results for them but this must be confirmed in writing before the end of term. The nominated person should bring photographic evidence. Candidates may also request to have the results emailed via their school email address. A Google Form will be shared with candidates after the examination series to confirm their preference for collection of results. Please note that a computer must be used to open emailed results, these cannot be accessed via your phone.

Candidates who sat community languages will receive their results by email via their school email address and will then receive a hard copy of their result at the start of the autumn term.

Under NO circumstances will examination results be issued over the telephone, by text, email or fax.

Certificates:

Once the certificates have been received from the awarding body, (towards the end of the autumn term), contact will be made with all candidates notifying them of the dates/times these can be collected from the school office. Please be aware that you will need to provide photographic evidence. If you wish to nominate a family member to collect on your behalf please ensure that you make contact via email on

examinations@qegschool.org.uk prior to collection stating the name of who will be collecting the certificates and let them know they will need to bring photographic evidence.

Once issued it is the students responsibility to check that all the personal information is correct especially the spelling of names. If there is a problem please email examinations@qegschool.org.uk.

Safe Keeping and/or Replacement

Once issued, the certificate must be kept in a safe place as they are difficult and expensive to replace, typically charging approximately £40 per statement. The certificate will be required as proof by employers when applying for employment.

Change of Address:

It is important that you tell the Data Office by email on datasupport@qegschool.org.uk as a matter of urgency if any of your personal details i.e. your address, or contact details.

Change of Name:

It is important that you tell the Data Office by email on datasupport@qegschool.org.uk as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e., Passport, Birth Certificate, Change of Name Deed.

Post Results Services:

Members of the Senior Leadership Team will be available on results day to discuss any results and further information is provided closer to results day.

A post results form with detailed information about posts results services will be shared on results day. This will include details on services available, as well as the cost and appropriate deadlines. All services require written consent from the candidate. No requests will be accepted without the completed form and payment or if the deadline has passed.

Access To Scripts (ATS):

Following the issue of results candidates can request access to their examination script from the awarding bodies for general interest or to help with future learning.

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Reviews of Results (RoRs):

Awarding bodies offer the option of having a review of marking, if a candidate is unhappy with the marks awarded. This can either be a Clerical Check or Review of Marking. Please be aware that the final subject grade awarded might be lower than, higher than or the same as the grade that was originally awarded.

A clerical check is a check of all clerical procedures which lead to a result being issued. Checks include: all parts of the script has been marked; totalling of marks; recording of marks.

A review of the original marking is to ensure that the mark scheme has been applied correctly, including a clerical check. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. Please note that the reviewer will not re-mark the script, but will only act to correct any errors identified in the original marking.