



Candidate Exam Handbook

2022/23

This handbook is reviewed and updated annually

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Quality Department	
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Introduction

Barnet Southgate College is committed to ensuring that candidates are fully briefed on the examination and assessment process 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 support candidate briefings
- 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 in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ (Joint Council for Qualifications) information for candidate's documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

Are you aware of what malpractice is and the possible consequences?

We are to maintain the integrity of qualifications; therefore, 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*
- *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*

Refer to [ICE \(Instructions for the Conduct of Examinations\)](#) 24 and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to the current [Information for candidates – social media](#)

You need to know that the following would be malpractice:

- 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; or
- not telling exam boards or your school/college about exam information being shared.

You may also want to refer to College's Assessment Malpractice Policy and read the following JCQ documents:

- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – coursework assessments

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*
- Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

Copyright

The copyright of any form of 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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media

- *Student handbooks will have details relevant to each Awarding Body and qualification of:*
- *When assessments will take place,*
- *How candidates are informed about their assessments*
- *Any relevant deadlines that must be met (dependent on the assessment type)*
- *How work is marked/assessed etc.*
- *When candidates are informed of their centre assessed marks and how to appeal internal assessment decisions*
- *For A levels which NEA work is externally marked/assessed etc.*

Refer to [Instructions for conducting non-examination assessments](#), and [Information for candidates documents](#)

The College will notify candidates, entered through the centre, of their examination entries and the dates and times of their examinations/assessments. We will ensure that the JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media, and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place. (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. ([GR 5.8](#)))

Written timetabled exams

Relevant information candidates need to know about their written timetabled exams and what additional information is provided, when it is provided and its purpose.

- *Candidate statement of entry (to check that personal details and exam entries are correct)*
- *What to do if this information is incorrect*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.*
- *The JCQ information for candidate's documents – written examinations, social media (refer to the appendices or the College website for electronic copies)*
- *Exam room posters – Warning to candidates, Unauthorised items (refer to the appendices or the College website for electronic copies)* Refer to [GR 5.8](#)

Contingency Days - Summer 2023

JCQ have designated Wednesday 28th June 2023 as a 'contingency day' for examinations, in the event of national or local disruption to exams. Please be aware of this date when planning holidays.

In the event of disruption, we will contact the relevant awarding organisation and follow its instructions. We will communicate with parents, carers, and students about any changes to the exam or assessment timetable or to the venue.

In the absence of any instruction from the relevant awarding organisation, we will make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. We will discuss alternative arrangements with the awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control Refer to [ICE 15](#)

After the exam we will consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration. Or advise students, where appropriate, of the opportunities to take their exam or assessment later.

On-screen tests

- You will be advised, in writing, of your exam location and time.
- Please check the information given, and if there is anything wrong, advise your Subject Teacher and the Exams Officer.
- JCQ exam room posters – warning to candidates, unauthorised materials. Please look at these as you enter the room to remind yourself of the regulations and to check you are completing the correct exam. Refer to [Information for candidates – on-screen tests](#)

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

There may be a time when your exam timetable shows two exams at the same time. Do not panic, this happens quite a lot. We will follow and explain:

- JCQ guidance on what constitutes a timetable clash
- How a timetable clash within the same session will be managed (where one paper will be taken, followed after a short, supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)
- How a timetable clash over exam sessions will be managed and the centre supervision arrangements that will be put in place etc.
- Provide a definition of 'formal examination conditions' and 'centre supervision'
- Sometimes you might have a clash that requires overnight supervision. The Exams Officer will make the necessary arrangements and communicate these to you.

Refer to [ICE 7](#)

Where you will take your exams

Your exams will normally take place at the site you are mainly based at. Occasionally we will need to move you to a main College site if you are at one of our smaller sites. You will be informed of this, and arrangements will be made and communicated.

Please refer to your exam timetable that will be displayed in your area and on your iLearn page.

What time your exams will start and finish

- Your exams will normally start at 09:30 for a morning session and 13:30 for an afternoon session. Please make sure you arrive at least 10 minutes before the start of the exam.

- Please make sure you are prepared for your exam and have the right equipment, go to the toilet before the exam. You will not be allowed to go to the toilet for the first 30 minutes or the last 30 minutes unless you have a medical pass. You will be escorted to the toilet by an invigilator.
- You will not be allowed to leave the exam before the end.
- If the exam finishes before 10:00 in the morning or 14:30 in the afternoon, you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

- *Exams are supervised by a team of fully trained invigilators (some will be external or internal staff that candidates may or may not know)*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.*
- It is the job of the invigilator to watch students as they do their exam. They will not approach you unless you raise your hand for assistance, or they suspect malpractice.
- The invigilator cannot give you any help with your exam.
- Each invigilator will have a supply of stationery, so if you need anything please raise your hand and they will come to you.
- The Exams Officer and the invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- *You must wait outside the room to be escorted into the exam by a senior member of staff or an invigilator. Use this time to remove your watch and put it in your bag, and to switch off your phone and put it in your bag. Check that you have nothing in your pockets.*
- *Every candidate is under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.*
- *Candidates must listen to and always follow the instructions of the invigilator in the exam room*
- *Candidates must not communicate with or disturb other candidates*
- You must leave your bag in the designated area and then find your seat quickly and quietly.
- *Information is displayed in the exam room (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)*
- *We will explain any relevant information relating to the completion of the front of your answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator*
- *We will explain any relevant information regarding the use of additional answer sheets/answer books etc.*
- When the exam starts, the invigilator will display the actual start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please raise your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate exam number and question on any additional sheets of paper you may use.
- You must not write on the desk – this will be regarded as vandalism, and you will have to pay for any damage.
- You must not deface your exam paper as the awarding body may refuse to mark it.
- *Candidates must not open the question paper until the examination begins*

Refer to [ICE 19](#)

You may also want to make reference **Leaving the Examination Room Policy**.

Refer to [ICE 23](#)

Where you will sit in the exam room

- Your seat number will be displayed on the seating plan outside the exam room.
- It is very important that you make sure you sit at the correct desk so that you sit the correct exam paper, so check the place card on the desk before you sit down.
- If you are unsure of where to sit, please raise your hand and an invigilator will assist you.

How your identity is confirmed in the exam room

Invigilators must establish the identity of all candidates sitting examinations. All students must attend the exam with their college ID card or show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence.

Senior members of centre staff, such as Curriculum Managers/Heads, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates. When identifying candidates, the attendance register will be completed.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

JCQ information regarding authorised equipment that should be brought by the candidate depending on the exam you are sitting.

You will need:

- *Permitted notes*
- *A black ball-point pen (must be black) and spares*
- *Pencil*
- *Ruler*
- *Eraser*
- *Highlighter (you can highlight the question paper but not your answers)*
- *Clear pencil case*
- *Scientific calculator (unless the exam does not allow a calculator) without a lid/cover*
- *Maths exams may also require a protractor, set square and compass. Your Maths teacher will give you more information regarding the equipment needed.*
- *Some exams may need coloured pencils. Your subject teacher will advise you.*
- *You are not allowed to borrow any equipment from another student during the exam*

Refer to [ICE 18](#)

Using calculators

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams where a calculator is allowed:*

Refer to [ICE 10](#)

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 2022-2023](#), section 10.3 on 25 October 2022)

What you should not bring into the exam room

It is very important that you do not enter the room with any unauthorised items in your possession. These items include:

- *Mobile phones*
- *MP3/4 players or similar devices*
- *Wrist watches of any type*
- *iPods*
- *Any other similar electronic devices*
- *Earphones*
- *Revision notes and study guides*
- *Your own blank paper*
- *Calculators, unless allowed for the exam*
- *Calculator lid/cover*
- *Dictionaries, unless allowed for the exam*
- *Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables*
- *Food items*
- *Correction fluid or tape*
- *Please make sure you check all your pockets.*

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;

- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

Following the invigilator's announcement any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

If these items are found in your possession during the exam you will be disqualified from the exam and the College Assessment Malpractice policy will be followed and the Awarding Organisation informed for a final outcome on whether the grade will be awarded for the exam.

Food and drink in exam rooms

- You are allowed to take a clear bottle of water into the exam. Drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.
- Other drinks, such as juice or fizzy pop, are not permitted
- Food is not permitted. Unless there is a medical reason and evidenced prior to the exam series.

To enable invigilators to check these items quickly and efficiently:

- Food brought into the examination room by the candidate must be free of packaging and in a transparent container.

Refer to [ICE 18](#)

What you should wear for your exams

You should wear appropriate clothing for your exam. No coats, hats, hoods/hoodies or scarves are permitted in the exam room, (except for religious or medical reasons that have been confirmed and evidenced before the exam)

Where your personal belongings will be stored during your exam

You must leave your coats and bags, and any other possessions, in the designated areas in the exam rooms. Unauthorised items including switched off mobile phones, watches etc. will be stored in your bags.

What to do if you arrive late for your exam

You must arrive at least 10 minutes before the start of your exam. If you are late for any reason, please report to reception/or your Curriculum Manager and tell the member of staff that you have an exam. You will be collected and escorted to the room. You will be given the full time allowed for your exam. If you arrive late for an exam (after 10:30am for a morning exam and after 14:30 for an afternoon exam) you could still be able to sit the exam depending on the circumstances but there is a chance that the awarding body will not mark your paper.

Refer to [ICE 21](#)

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

It is important that you attend College for all exams, whether external or mock, unless you are seriously ill.

- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the College. Tell us that you are missing an exam because you are ill. You may need to provide medical evidence to confirm your illness.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell a member of staff.

- If you are disadvantaged because of illness, it may be possible for the Exams Officer to apply for special consideration. Evidence may be requested to support this.
- *We will follow any relevant JCQ information regarding absence from exams for illness or other acceptable reason*

What happens if you have an unauthorised absence from your exam

Your exams are extremely important, and it is vital that you attend all external and mock exams. If you do not turn up for an exam you will not receive a mark/grade, and you may be invoiced for the wasted of an exam entry fee.

Please advise your Tutor of any issues you may have around exam time that could affect your attendance.

Refer to [ICE 22](#)

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

In the event of an emergency evacuation alarm, the invigilator will stop the exam and give instructions to you.

You must:

- Stop writing and close your exam papers. Leave exam papers in the room.
- Stay seated until the invigilator advises you to leave the room.
- Follow the invigilator to the designated exams assembly points

You must not:

- × Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.
- × Collect any personal belongings, unless advised to do so by the invigilators.
- × Return to your usual tutor group assembly point – remain with the Invigilator at all times.

If you do not follow these rules, you may not be allowed back into the room to complete your exam.

Once it is safe to re-enter the building, the Invigilator will re-start the exam and you will be given the remainder of full time of the exam to complete it.

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

You must have had an EAA assessment to be allocated Exam assessment arrangements, ask your Tutor to refer you if you think you need extra support to complete your exam. If you are entitled to an access arrangement such as a reader and/or a scribe, you will be informed before the exam and take your exams in a smaller room. Trained invigilators will be present in the room to give assistance. They, too, have to comply with the JCQ regulations, so there are certain things they are not allowed to do. If you are unsure of how your access arrangement will work, please speak to the College's Exam Access Arrangement Adviser.

Results day 2023

Results Days take place in August each year for Level 2 and Level 3 qualifications. A Level/Level 3 results will be released on Thursday 17th August 2023, and GCSE/Level 2 results will be released on Thursday 24th August 2023. Further details and timings will be shared with you in the summer term.

Please remember that results are provisional until the awarding bodies issue your certificates.

If you are unable to collect your results in person on results day, then:

1. Results will also be emailed to your College email account and uncollected results can be arranged be posted to you

2. You can send someone else to collect your results on your behalf. They will need to bring with them written authorisation and photographic ID.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Exams Officer, with input from senior leaders and Subject Teachers. Your signed consent will be obtained before processing any requests to use the service as your grades may go up, go down or stay the same.

The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Your exam certificates are produced by the awarding bodies and are sent to the College in the autumn term, following the release of your results in August. You will be sent details of how and when to collect your certificates before Christmas. It is important that you collect your certificates because we can only keep them for 12 months, after which they are destroyed.

Refer to [GR 5.14](#)

Internal appeals procedure

There are appeals procedures in place should you wish to appeal against:

- any internal assessment decisions
- any decisions not to support your request to use post-results services

You can read these procedures on the College website.

Refer to [GR 5.7](#) and [5.13](#)

Complaints and appeals procedure

The College's **Complaints and Appeals procedure** is available on the College website or student Ilearn

Refer to [GR 5.8](#)

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 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

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 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

JCQ Information for candidates – on-screen tests

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

Information for candidates – on-screen 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

Information for candidates – Privacy Notice 2022-2023 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

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 Effective from Sept 2022 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or it is available on the College's website

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, 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> or it is available on the College's website

JCQ *Warning to candidates* poster

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

Warning to candidates (©JCQ 2021 – Effective from 1 September 2021)

<http://www.jcq.org.uk/exams-office/exam-room-posters> or it is available on the College's website

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 17 Dec 23.

If there is anything you do not understand, you should ask your Tutor or Curriculum Manager for clarification.



Candidate Exam Handbook

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2022-2023 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
- Privacy Notice
- 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