

**Castle Mead Academy  
Candidate Exam  
Handbook**

**Centre Number 25361  
2023/2024**

Produced/reviewed by	
Date of next review	

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## Introduction

Castle Mead Academy 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

- This handbook aims to advise you on the information you need to know about your examinations.
- The exam boards have very strict rules and regulations which must be followed for the conduct of examinations and Castle Mead Academy is required to follow them precisely
- To support/complement candidate briefings/assemblies
- 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 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

## Contact details

Castle Mead Academy-

### Centre Number 25361

The school telephone number is: 0116 214 3150

Examinations Officer: Miss Shah: [exams@castle-tmet.uk](mailto:exams@castle-tmet.uk)

Exams Manager Miss A Thorley

Head of Centre: Mr. T. Hague

SENCO: Mrs A Turner

## Examination Boards

Castle Mead Academy uses the following exam boards:

- OCR - <https://ocr.org.uk/>
- AQA - <https://www.aqa.org.uk>
- Pearson/Edexcel - <https://qualifications.pearson.com/en/home.htm>
- Educas - <https://www.eduqas.co.uk>

## Exam Dates Summer 2024

- Exam period: 09<sup>th</sup> May 2024 till the 19 June 2024
- Contingency Afternoons:
  - 6<sup>th</sup> of June 2024
  - 13<sup>th</sup> of June 2024
  - 26<sup>th</sup> June 2024

It is advisable that any holidays should be booked after the 26<sup>th</sup> of June.

- GCSE results day release: 22/08/2024

## Statement of Entry:

- All candidates will receive a statement of in February or March (date subject to change).
- This shows you the subjects you are being entered for and the levels of entry, where applicable.
- You must check:
  - that the entries are correct, as you will be asked to return a signed copy back to the exam's office confirming this.
  - that you have been entered for the correct exams and correct Tier (Maths, Science & MFL)
  - that your personal details are correct so that the correct details appear on your certificates (date of birth, spelling of names). JCQ and the exams boards advise that your legal forename and legal surname should appear on certificates for future university admissions and potential employers.
- It is a requirement that your registered legal name be used.
- Contact the Exams Officer if anything needs correcting as soon as possible.

## Personal data

Certain data is required by the awarding bodies in order to make the examination entries, including name, date of birth, gender. This is supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.

Awarding bodies may be required to provide your personal data to educational agencies such as the Department for Education and Learning Records Service. Additionally, your personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of your achievements.

To understand what information is collected and how it is used, you must read the JCQ Information for candidates Privacy Notice

[Information-for-candidates-Privacy-Notice-10.doc.pdf \(jcq.org.uk\)](#) and refer to GR 6 and Information for candidates – Privacy Notice

## Candidate Number

Each candidate is issued with a four-digit candidate number which must be entered on all examination scripts. You will find this on your statements of entry. It will appear next to your name on seating plans, examination registers and the card on your allocated desk in the exam room. Please remember it.

## UCI

In addition to your candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), shown on the top of statements of entry. This number begins with the Centre Number where you **will be sitting your** examinations. It is important that the same number is used throughout your secondary education.

## ULN

A Unique Learner Number (ULN) is a 10-digit reference number **is also allocated to you and is used to access your** Personal Learning Record **when** over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure, for example, geographical location, level of learning. Its purpose is purely to provide a unique identifier for each individual's Personal Learning Record. Your UCI and your ULN are used for administration purposes and it is not necessary for you to remember them.

## Invigilators

CMA employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Subject specialist teachers will normally be present outside the examination hall only.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Disruptive candidates who behave in an unacceptable manner will be reported to Exams Office and a malpractice report will be sent to the exam board as per their guidelines.

## Examination timetables

Your timetable is your proof that you have been entered for an exam. If you notice any errors, please contact the Exams Officer immediately.

- You must ensure you know:
  - the date and time of all your exams/assessments
  - any relevant information regarding seating arrangements
  - the exam room you are taking your exam in.
  - If you miss a Public Examination, you cannot take that paper at another time.

## Exam Start Times

Unless notified otherwise, for exams that are 1 hours or longer:

- Morning exams start at 8.45 am JCQ published starting time is 9:00am- Students supervised till 10:00
- Afternoon exams start at 13:15 pm JCQ published starting time is 1:30pm – Students supervised till 2:30

If the exam is less than one hour you will be supervised until the published JCQ end time for that exam

## Where you will take your exams

One week before your examination a seating plan will be posted on the **exam notice board**. This seating plan is subject to change so it is important that you check your seat number and room on the morning of your exam.

Please see the example of Paddington's Timetable.

- Most of you will be sitting your examinations in the sports hall.

If you have access arrangements, you will be in another room and you will be notified of this by SENCo once your arrangements are in place.

Must be entered on all scripts

Name you like to be know as

Name that appears on your certificate

Unique Candidate Identifier



## Candidate Timetables Report

The Bear Academy

Name: Paddington Bear Name on Certificate: Paddington Bear  
DoB: 13/10/1985 Tutor Gp: 11.1 Year: 11  
Candidate No: 1111 UCI: 000000000000E ULN: 0000000000  
Centre No: 00000 Season: (Summer) Exams Year

Unique Learner Number

Date	Start	Option Title	Option Code	Exam	Unit Code	Room	Seat	Length
17/05/2022	9:00AM	Combined Sci: Trilogy Tier F	8464F	Combined Sci Trilogy Biology P1f	8464/B/1F	Sport Hall	L5	1h15m
18/05/2022	9:00AM	English Language	8700	English Language Paper 1	8700/1	Sport Hall	L5	1h45m
20/05/2022	9:00AM	Mathematics Tier F	8300F	Mathematics Paper 1 Tier F	8300/1F	Sport Hall	L5	1h30m
20/05/2022	1:00PM	Film Studies	C670QS	Film Studies Comp 1 Us Film	C670U10-1	Sport Hall	L5	1h30m
23/05/2022	9:00AM	Geography	8035	Geography Paper 1	8035/1	Sport Hall	D8	1h30m
25/05/2022	9:00AM	English Literature Option Nm	8702NM	Eng Lit Paper 1 - Modern Prose/drama	8702/1M	Sport Hall	L5	50m
25/05/2022	10:00AM	English Literature Option Nm	8702NM	Eng Lit Paper 1 - 19th Century Novel	8702/1N	Sport Hall	L5	50m
27/05/2022	9:00AM	Combined Sci: Trilogy Tier F	8464F	Combined Sci Trilogy Chemistry P1f	8464/C/1F	Sport Hall	L5	1h15m
06/06/2022	1:15PM	Film Studies	C670QS	Film Studies Comp 2 Global Film	C670U20-1	Sport Hall	J10	1h30m

### Examination Clashes Refer to ICE 7

Timetable clashes occur when you have been entered to take two or more exams at the same time on the same day or when the number of hours taking exams is greater than the session or school day. For full details, please see sections 7 and 8 of the JCQ Instructions for conducting examinations (ICE). The Exams Officer will have already identified this and will be planning how to resolve the clash.

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

An exam day is split into two sessions – morning and afternoon. Typical arrangements will be:

- **False clash:** where the boards schedule two papers in the same subject to be taken together or sequentially – for example MFL Listening and Reading, religious studies.
  - Papers will be handed out either at the same time (RS) OR in a sequence. Students will remain seated in silence.
- **Back-to-Back Clash:** Where a candidate is taking two or more exams in a session within the same day at the same time and the total combined time is less than three hours, the exams must be taken consecutively within the timetabled session. The timetable will not be changed, the exam will not be moved to either the earlier or later session.
  - The Scholar will remain in their seat. Unless a room change is required. In which case the students will be escorted to the venue in silence, under exam conditions. One paper will be taken, followed immediately, after a short, supervised break of no more than 20 minutes by the next paper(s) in the same session. Formal examination conditions will be in place at all times in the exam room.
- **Session change:**
  - If a candidate is taking two or more exams timetabled in the same session and the combined time is more than three hours, one of the exams can be moved to a different session within the same day.
    - The Scholar will remain under examination conditions until the second paper has been sat, Breaks will be allowed under supervision and the scholar will be kept in isolation.
  - Where a candidate is taking three or more exams timetabled on the same day **and** the total duration of those is more than five and a half hours for GCSE exams, an exam can be moved to the following morning, even if that happens to be a Saturday. Candidates are not allowed to take exams on an earlier

day than that scheduled on the timetable **Overnight supervision arrangements (JCQ ICE, section 8)** are at the centre's discretion. They will only be applied as a last resort once all other options to accommodate the exams on the timetabled day have been exhausted.

- Details on the overnight policy can be requested from the exams officer. The candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (ICE 8.3).

In each case you will be under centre supervision which means that a member of centre staff, or an invigilator, will always be in the same room as you during the clashes. You may wish to revise using your own resources whilst under centre supervision between examinations, but you will not have access to any:

- electronic communication/storage device or have access to the internet
- contact with any candidate who has sat the examination
- member of centre staff to coach you

You will receive written notification of the arrangements and you may be asked to make an appointment to see the Exams Officer to discuss the exam day.

### **Coursework assessments/non-examination assessments (NEA's)**

NEA's are assessments which take place outside of the written examination series please refer to JCQ They include:

- Language Orals
- Practical units: Food, Design and Technology Art
- Performance: Music, Drama, BTEC Sport, PE, Dance

Castle Mead Academy will notify you:

- of your examination entries and the dates and times of your examinations/assessments.
- of any relevant deadlines via your teacher and the exams office.
- of whom will be marking your work, either the teacher or the exam board.

If your teacher has marked your work, you have the right to request a breakdown of the marks and to appeal the mark given if you feel that the specification assessment criteria has not been applied fairly. We have an internal appeals procedure, where you can request a review of centre assessed marks. You will be given a schedule of the deadlines for enquires and who to address your questions to.

For more information, please refer to the JCQ websites.

[Instructions NEA 23-24 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

### **On-screen tests**

With some boards you may be required to take exams on a computer. Sometimes the exams are directly then sent to the exam boards after you have completed it on the computer and sometimes the work has to be sent to the boards securely via post or upload on their website.

Castle Mead Academy will notify you:

- of your examination entries and the dates and times of your examinations/assessments.
- of any relevant deadlines via your teacher and the exams office.
- of whom will be marking your work, either the teacher or the exam board.



Please refer to the link below for more information on on-screen

[IFC-On-Screen Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)

## Exam day & Attendance at Examinations

- You should be wearing your school uniform.
- You are responsible for checking your timetable and arriving at school on the day and at the correct time
- You must have the correct equipment
- You must arrive 15 minutes prior to the start of the exam and register in **the normal line up location**. Line up and wait until you are invited to enter the exam room.

## What to do if you arrive late for your exam

Please ref to the **Candidate Late Arrival Policy** and to **ICE 21**

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. The head of centre has discretion over this. The candidate will receive the full time to sit the examination paper.

A candidate will be considered very late if they arrive:

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- after the awarding body's published finishing time for an examination that lasts less than one hour.

Where a candidate arrives very late for their exam the centre will inform the exam board and they will decide whether or not to accept the script.

If you are likely to be late you must:

- Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival.
- If you arrive before the scheduled start time of the examination, go immediately to the Examination Room.
- If you arrive at, or after the scheduled start time of the examination please report to reception inform them that you have an exam, and wait in reception, you will be met and escorted to the examination room.
- If you are travelling with parents/carers, please ask them to stay with you until you are met. Please do not use your mobile phone after the scheduled start time for the examination.

You, your parents/carer/guardians will be asked to confirm that you:

- Had no access to internet-enabled devices (e.g. mobile phone, tablet, smart watch, laptop, PC etc.)
- If possible, was personally driven or escorted from home to school, using a private vehicle or taxi and avoiding public transport
- Were fully supervised as early as possible and preferably from the published starting time of the exam, until the candidate was handed over to a member of staff at the school reception.

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

Unless you are seriously ill, it is important that you attend school for all exams, whether external or mock,

If you are unable to attend an exam it is essential that you telephone the school first thing in the morning:

- ask your parent/carer to contact the Attendance Manager on 0116 214 3150 ext. 740 and inform them that you are missing an exam because you are ill.  
Or
- Reception, **do not** leave a message on the school answer machine as this may not be collected until after the start of your examination. Please speak directly with reception.  
Or
- [exams@castle-tmet.uk](mailto:exams@castle-tmet.uk)

Medical evidence from your doctor detailing the reason for non-attendance must be provide to the Exams Officer with. The school could apply for special consideration to the exam boards, please ref to. The exam board could consider all the marks achieved and adjust the mark and grade accordingly, but this is not a guarantee. If you feel you are still able to attend but are not feeling 100% then we can assess the situation and possibly move you to a different seating location. It is always better to attempt the exam if you can. [Guide to spec con process 2023 24 FINAL.pdf \(jcq.org.uk\)](#)

What happens if you become ill during the exam or need to leave the room

- If you feel unwell during an exam, please raise your hand and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell a member of staff.
- If you need to leave the room, you will be escorted by the Invigilator. You will receive the full time when you return to the room
- Toilet breaks are permitted but please ensure you go before you enter the room. Unless there is a genuine situation then toilet breaks will not be permitted within the first 15 minutes or the last 15 minutes of the exam. You will lose any time that you take.

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.

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

Your exams are important and it vital that you attend all external and mock exams. Candidates will be Re-charged any relevant entry fees for unauthorised absence from examinations, your parents/carers will be invoiced for the exam entry fee, you will not receive a mark/grade. Please advise your teacher, the attendance officer, the exams officer or a senior member of any issues you may have around exam time that could affect your attendance. Candidate Absence Policy Refer to ICE 22

### **Equipment, what is authorised and what you should not bring**

**Please refer to** JCQ information regarding authorised equipment that should be brought by the candidate Refer to **ICE 18**. Make sure you all have your own equipment. In an emergency, it may be possible to borrow items from the invigilators **however this cannot be guaranteed**. Pens should be black ballpoint or ink pen. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Highlighters **MUST NOT** be used in your answers but may be used on question papers.

Candidates are not permitted access to any potential technological/web-enabled sources of information, **headphones** (Airpods/earbuds) or watches.

**All watches must be removed and placed in your bags or handed over to the invigilator at the start of the exam**

This means that:

- ideally, all unauthorised items are left outside of the examination room.
- any unauthorised items taken into the examination room must be placed out of reach of your reach (and not under your desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Mobile telephones, watches (analogue or digital) and other electronic devices must be switched off and placed inside your bags before you enter examination room. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. **Please be advised that school will not accept any responsibility for damage and loss to mobile phones/watches.**
- Revision notes, or other unauthorised material is not allowed, even if you do not intend to use it. Items will be confiscated, a report will be made to the exam board, and you will be subject to a penalty and possible disqualification from the exam/qualification. You could lose all your exam's marks in that paper, or even the entire subject.

UNAUTHORISED MATERIALS WHAT NOT TO BRING			
NO MOBILE PHONES  NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION		No devices that can be used to communicate, store data or connect to the internet	
No Watches		No Smart Watches	
No iPods/Mp3/4 players		No Revision Notes	
No Tipp-Ex		No Food or Drink Water will be provided in clear plastic bottles	

**Essential items that you must bring in a CLEAR PENCIL CASE- Check List**

Black Pens not one but minimum 2



Ruler



Pencils



Pencil



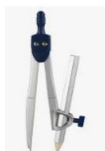
Sharpener

**Additional Items that will be required are supplied by CMA.**

Angle Measure/Protractors



Compass



Calculators

**Optional Items you can bring:** high lighters



**Subject specific items** you can bring: such as coloured pencils!



### Using calculators

Your calculator lid must be removed and left in your bag. Check with your teacher in advance of the examination date that your calculator conforms to regulations. Calculators with a memory function should be cleared before entering the exam room.

**Please refer to** [FAQs---Using-Calculators FINAL.pdf \(jqc.org.uk\)](#) and of JCQ awarding body instructions regarding the use of calculators in your exams Refer to ICE 10

(Captured from [JCQ Instructions for conducting examinations 2022-2023](#), section 10.3 on 8 September 2022)

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>● be borrowed from another candidate during an examination for any reason;</li><li>● have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

### Food and drink in exam rooms

No food is to be taken into the exam room unless prior arrangements have been made. Water bottles are permitted and **MUST** be clear and have a spill proof lid. There must be no labelling or writing on the bottle. The centre has a **Food and Drink Policy** subject to JCQ regulations etc. Refer to ICE 18

### Medication

This should be clearly labelled with your name and candidate number and handed to the invigilator before the start of the exam. Or is this via reception staff only.

### Where you will sit in the exam room

One week before your examination a seating plan will be displayed on the exam notice board by the Sports Hall, the Keep and Scholar Support. This seating plan is subject to change so it is important that you check your seat number and room on the morning of your exam.

- There will be a seating plan outside of your exam venue, with your name, seat number and candidate number, please arrive on time to school like usual.
- Please find your desk quickly and quietly and sit down, once you enter an exam room you are under strict exam conditions (please refer to JCQ Warning to Candidates)

- If you require assistance, put up your hand and an invigilator will attend to you, do not communicate or disturb other candidates.

### Where your personal belongings will be stored during your exam

- You will be directed as to where to put your bags, coats, including any unauthorised materials such as switched off mobile phones, watches and notes nearer the time.

### During your exam

**Examination Regulations:** All the rules and regulations for candidate are set out by the joint council for Qualifications (JCQ) **and are available on their website**. All candidates must read this carefully and note that breach of any of the examination rules or regulations could lead to disqualification from all subjects. CMA will report any breaking of regulations to the examination board. 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 check the seating plan, 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.

- You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed in school uniform and equipped. Coats, jackets, scarves etc will not be allowed in the examination rooms.
- You must arrive at least 15 minutes prior to the start time of their examination.
- You must enter the examination room in silence. You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.
- You must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.
- You must leave your bag in the designated area, find your seat quickly and quietly. Follow the numbers and letters on the walls to guide you, and a place card on each desk. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- You must listen to and follow the instructions of the invigilator at all times, listen for notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- The exam paper will have been placed on your desk before you enter the room. Do not attempt to look inside it or read it. This is malpractice.



**When the invigilator asks you to check that you have no mobiles or other unauthorised items, please do so. This is your last chance to hand in any items. Once the exam has started, any unauthorised items found will be reported to the exam board and you may be disqualified.**

- Do not write anything on your examination paper until instructed to do so.
- Read all instructions carefully.
- If a subject has a choice of questions, ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- When asked to fill in the details on the front of your exam paper, please use your registered legal name and not your preferred name. If a signature is required, please enter this as it is very important.
- At the front of the room you will see a whiteboard displaying the following information, which you will need when you **are asked** to fill in the front of your exam paper/answer booklet:
  - Centre number: 25361
  - Subject title
  - Paper number and Tier
  - Actual start and finish times - When the exam starts, the invigilator will display the actual start and finish times of the exam.
  - Date
- Please make sure that you put your name, candidate exam number and question on any additional sheets of paper you may use. BTEC students will have their registration number provided, this should be used on all your paperwork.
- **Please Remember it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate). If you**

**think you have been given the wrong exam paper, please raise your hand and notify an Invigilator immediately.**

- Make sure you answer the correct questions.
- Show all your working/rough work. Cross it through when you have finished with it. Hand it in with the rest of your answers.
- Leave yourself 5-10 minutes at the end to read through and check all your answers.
- If you need to leave the room because you are feeling unwell, please raise your hand, the invigilator will assist you. You are not allowed to leave the room on your own.
- If you require additional answer sheets or have an issue, you must raise your hand to signal the attention of the invigilator.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so stop writing immediately.

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

The centre has a policy on the **Candidate Identification Procedure**. Please also refer to ICE 16. At the start of your exam the invigilators will be checking your ID cards. These should remain on your desk until the end of the exam. Once your ID has been confirmed, your name will be ticked off on the register.

### **Supervision during your exams**

- In most cases exams are supervised by a team of experienced external invigilators. Our Invigilators must follow the strict guidelines set by JCQ. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.
- Behave in a respectful and polite manner towards the Invigilators and always follow their instructions.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam e.g. if you feel unwell.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly.



### **If the fire alarm sounds**




Please refer to ICE 25

- If the fire alarm sounds during an exam remain seated in silence and listen to the instructions from the invigilator. DO NOT PANIC.
- If the room must be evacuated the invigilator will tell you to. You will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to the MUGA. The invigilators will tell you where to assemble.
- You must not attempt to communicate with anyone else during the evacuation. If you are found talking about the exam, you could be disqualified.
- If it is safe to go back inside, you will be instructed to return to the Sports Hall and resume the exam.
- When you return to the exam room, do not start writing until the Invigilator tells you to.
- You will be allowed the full duration time for the exam and a report will be sent to the exam board detailing the incident.

## Toilet/Comfort breaks

- You will not be allowed to leave the exam room for a comfort break in the first 30 minutes of the exam and the last 15 minutes of the exam unless you have a condition that we have been previously made aware of and a medical letter given to us to confirm this condition.
- If you do go to the toilet you will be escorted by an invigilator and be told which cubical to use. You will not get your time back.

## At The End of the Exam

- An invigilator will make an announcement informing you to stop writing or stop working and put down your pens, this will be end of your exam.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room/building.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book, place them in order together, if you have used any loose sheets of paper, place them inside your booklets. Hand it all to the invigilator together in the correct order. Ensure that you have written your name, candidate number and centre number on all additional sheets.
- Please leave the room in silence, be mindful and show consideration for other candidates who may still be  working. Please be aware that other rooms may be in use, you should walk out in complete silence, refrain from talking until you are well away from the exam room so that you do not disturb your fellow-students who are still working.
- Remember to collect your belongings from the designated room.
- 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 will not be allowed to leave the room until 1 hour after the PUBLISHED EXAM TIME.**
- **If you are entitled to extra time, you will be allowed to leave without using your extra time, however you will need to sign a document, declaring that you did not wish to use your extra time before you leave the room within the permitted time.**

## Malpractice

Please Refer to ICE 24 and the Indicative sanctions against candidates (Suspected Malpractice Policies and Procedures). You are encouraged to read **the 'Information for candidates'** and social media which is shown the end of this handbook. The centre also has a **Managing Behaviour Policy** and **Malpractice Policy**. To maintain the integrity of qualifications, strict Regulations are in place. If you break any of the examination rules or regulations could lead to disqualification from all subjects. The academy must report any breach of regulations to the exam board. JCQ provides information regarding what constitutes malpractice, the following is not an exhaustive list and other instances of malpractice may be identified and considered by the awarding bodies at their discretion:

- Introduction of unauthorised material into the examination room.
- Breaches of examination conditions
- Attempting to or actually exchanging, obtaining, receiving, or passing on information which could be examination related.
- Offences relating to the content of candidates' work.
- Undermining the integrity of examinations/assessments.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language

- Collusion: allowing others to help produce your work or helping others with theirs by copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment.
- 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 your academy about exam information being shared.

## Copyright

Please Refer to [GR 6](#)

- 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 their 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.

## Candidates with access arrangements (AA)/reasonable adjustments

Candidates with additional learning needs, physical disabilities or temporary injuries (within reason) may be entitled to access arrangements, thus allowing candidates to access examinations fairly and not be otherwise substantially disadvantaged. AA are based on a scholar's personal requirements/ long-standing needs and are applied for based on your usual way of working in day-to-day lessons. They are agreed before an assessment/exam takes place.

- Your teacher may discuss AA with you if they think you would benefit from them and then refer you to SENCo with recommendations. The SENCo within the academy will assess your reading, writing, typing & listening skills to establish if additional support is required.
- The exams officer or a member from SENCo will then process the application for AA directly with the exam boards. The boards will either approve or reject it, where the applications are rejected, the academy may appeal, and further evidence will be provided.
- Candidates will notified of their approved access arrangements in writing by the SENCo, as soon as the boards have approved and confirmed their decision, this should be before your main examination period.
- Once approved by the boards the Exams Officer will schedule your exams accordingly and confirm the details on your exam timetables.
- Where possible all candidates with access arrangements will be accommodated in exam rooms that will better accommodate your needs. If a separate room is necessary, you will be informed and it will be clearly indicated on your exam timetable. Please pay attention to your timetable, this informs you of what room you are in.
- If you no longer wish to use your AA, you will be required to sign a declaration confirming your decision to remove the given support. Your decision cannot be reversed once you have signed the declaration.
- If you are found, after your mock exams, not to be using your AA, they will be removed and your parents will be informed in writing.

Emergency arrangements may be provided e.g. if you break your arm during the exam season. You must let SENCo or SLT know as soon as possible, so we can try and accommodate you and provide the right support. You can also email [exams@castle-tmet.uk](mailto:exams@castle-tmet.uk) as soon as is possible and we will contact you at the earliest possible opportunity.

## Notification of Results

Please Refer to [GR 5.12](#) and Post-Results Services information

- Results will be available for collection on the Thursday 22nd August 2024, this is your final certificate.
- You are invited to come into CMA from 9.00 am to receive your Statement of Results.



- If you know you will not be available to collect your own statement of results, then please let the school know.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to them to bring in and they must bring photo identification.
- Candidates who do not collect their results on results day will be able to collect them from the school between 9am & 3pm during the new academic year.
- No results will be given out by telephone under any circumstances.

Teaching and pastoral staff will be available to offer support and guidance. The dates and arrangements will be published on CMA'S website.

### Post-results services

Refer to GR 5.13 and Post-Results Services information. Awarding bodies offer post results services to candidates after their exams which are available from results day. Details of the services available will be listed on CMA'S website, this includes access to scripts, reviews of results and appeals procedures. Here you will be informed about the deadlines, fees, and charges for the services, How and when informed consent/permission is collected etc.

Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided as you, your Castle Mead Account will remain active for a few months after you leave. If you wish to understand your results or have a question about your results, then please contact your subject teacher.

Enquiries about results include:

- **Access to scripts:** This is a photocopy of the marked exam paper that you can use to decide whether to request a review of marking or clerical re-check.
- **Review of Marking:** This includes a clerical re-check a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking we'll make sure all the marks are counted.
- **Clerical checks:** Awarding bodies check they have marked all the pages, they are recounted and the results match the marks.

If you require further detail regarding these processes, please refer to awarding body websites directly for your chosen subjects.

- Requests for post results services must be made through the CMA'S exams office.
- All requests require scholars to complete and understand the required JCQ documents. The Exams Officer will inform you of the costs of each service upon request.
- No applications will be processed unless the required JCQ consent forms are signed and dated by staff and students.
- Please be aware **your grade can go down as well as up.**

### Certificates

Please refer to Refer to GR 5.14

Certificate collection dates will be shared in November. This is generally in the last week of term before Christmas. After this date you will be able to collect certificates from CMA between 9am & 3pm during the academic year. Certificates are not released prior to the pre-arranged dates. Certificates that are not collected are retained for 12 months and can be collected by candidates or their pre-authorised representative. After this time, you will need to contact the awarding body to purchase a replacement, this will be at your own expense. We do not post certificates, however, under special circumstances we may do this via a signed for postage method at your cost. Please contact the exams officer with the postal details and you will be advised of the current charge applicable. This fee will need to be settled prior to posting and full responsibility of any losses incurred will not be the responsibility of the academy.

If you wish any other person (including family members) to collect your certificates on your behalf, you must give your written authorisation to them to bring in and they must bring photo identification.

Please look after your certificates carefully they are the only proof of your grades accepted by employers, CMAs & universities. If you lose them, you can apply for replacement certificates on awarding body's website.

## Non Examination Assessment s (NEA'S)

Some courses and subjects offered at CMA include either controlled assessments, coursework, non-examination assessments or portfolios of evidence that are internally assessed and standardised and which then contribute to the final grade of the qualification. Final marks are then submitted to the awarding body which conducts an external moderation of candidates work. These internal assessments are conducted and marked in accordance with awarding body's specifications and as per **JCQ guidelines for conducting non-examination assessments**. Learners are made aware of '**Information to Candidates**' regarding coursework and NEAs. Candidates are informed of their internally assessed marks and given sufficient time to enquire about any possible review from their subject teacher. A **written Internal Appeals Policy** is in place if any candidate has any concerns about their coursework/NEA marks which can be obtained via email from [exams@castle-tmet.uk](mailto:exams@castle-tmet.uk)

### Internal appeals procedure

Please Refer to [GR 5.3x](#)), 5.7 and 5.13

Castle Mead Academy is committed to ensuring that whenever their staff mark candidates' work, it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. If a candidate (or their parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, CMA encourages an informal resolution in the first instance by telephone to either the subject teacher or examinations officer. If a complaint fails to be resolved informally the candidate (or their parent/carer) then can make a formal complaint. CMA has an **Internal Appeals procedure** which is available on the school's website.

### Grounds for Appeal

- The student must have valid grounds for an appeal. Castle Mead Academy will not pursue an appeal because the student 'thinks' they have been given the wrong grade. Below are some of the reasons for a review, the list is not exhaustive:
  - The student wasn't given the opportunity to complete the full amount of the assessment time; this can include a member of staff not allocating the correct amount of time for both research and write up.
  - The work wasn't marked by an appropriately qualified member of staff.
  - The awarding body mark scheme was not adhered to.
  - There is inconsistency in marking because internal moderation and standardisation hasn't taken place.
- Requests must be made in writing within 2 working days of receiving copies of the requested materials completing the internal appeals form which can be requested from the Exams Officer. We will also accept a written request by letter or email.
- An outcome will usually be give back within 5 days of the boards submission deadline.

### Complaints and appeals procedure

Internal Appeals & Complaints procedures are two difference policies and can be found on the Academy's website. ease refer to [GR 5.8](#)

How to make a formal complaint

- A complaint should be submitted in writing by completing a complaints and appeals form
- Forms are available from the Examinations Officer and online on the academy's website
- Completed forms should be returned to the Examinations Officer
- Forms received will be logged by the centre and acknowledged within 5 working days

How a formal complaint is investigated

- The head of centre will further investigate or appoint a member of the senior leadership team who is not involved in the grounds for complaint and has no personal interest in
- the outcome to investigate the complaint and report on the findings and conclusion
- The findings and conclusion will be provided to the complainant within 2 working weeks

## APPENDIX 1

## 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>

## APPENDIX 2

### 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>

## APPENDIX 3

### 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>

## Information for candidates for on-screen tests

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand ask your teacher.

### A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You **must not** take into the exam room:
  - notes;
  - an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Unless you are told otherwise, you **must not** have access to:

- the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- pre-prepared templates.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

6. If you have a watch, the invigilator will ask you to hand it to them
7. **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
9. **Do not** borrow anything from another candidate during the on-screen test.

**B. Information** – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

#### **C. Calculators, dictionaries and computer spell-checkers**

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - **do not** bring into the examination room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spell checker unless you are told otherwise.

#### **D. Instructions during the on-screen test**

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - you have been entered for the wrong on-screen test;
  - the on-screen test is in another candidate's name;
  - you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

#### **E. Advice and assistance**

1. If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the on-screen test if:
  - you have a problem with your computer and are in doubt about what you should do;
  - you do not feel well.
3. You **must not** ask for, and will not be given, any explanation of the questions.

#### **F. At the end of the on-screen test**

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. **Do not** leave the exam room until told to do so by the invigilator.
4. **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

## 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>

### Information for candidates for written examinations

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

#### A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

5. If you have a watch, the invigilator will ask you to hand it to them.
6. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. **Do not** talk to or try to communicate with or disturb other candidates once the exam has started.
8. You **must not** write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. **Do not** borrow anything from another candidate during the exam.

#### B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

#### C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae.
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spell checker unless you are told otherwise.

#### D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

#### **E. Advice and assistance**

1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
3. You **must not** ask for, and will not be given, any explanation of the questions.

#### **F. At the end of the exam**

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
2. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
3. **Do not** leave the exam room until told to do so by the invigilator.
4. **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

## APPENDIX 5

### 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>



### Information for Candidates

#### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://cea.org.uk/legal/privacy-notice">https://cea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

#### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

#### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

#### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways. ☒ Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>.



**Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your “personal data”). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by:

- Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England;
- Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales,
- and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## APPENDIX 6

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



## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 7

### 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 or any watch, 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>



AQA

City & Guilds

CCEA

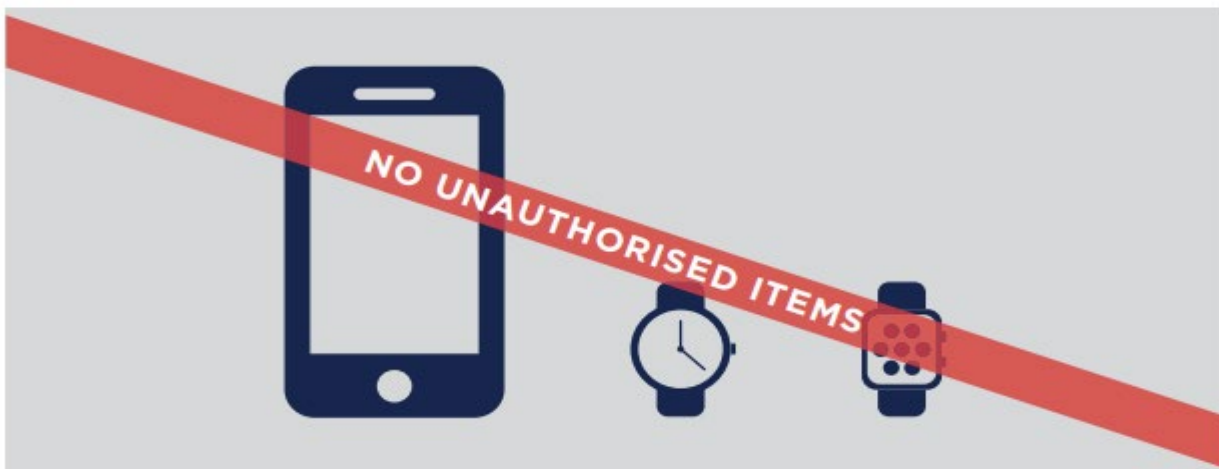
OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

## APPENDIX 8

### JCQ Warning to candidates' poster

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

Warning to candidate's poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



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.**

We would like to take this opportunity of thanking you for your support during your child's time at Castle Mead Academy. I hope the results gained in the forthcoming examinations reflect in your ability and that life beyond school is both successful and enjoyable.

### Quick summary



## On your exam day

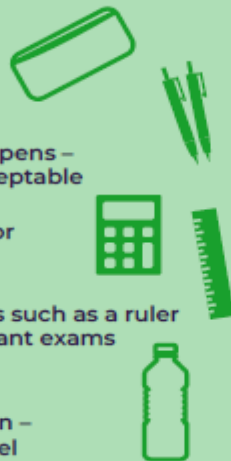
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### Other important information:

- Listen carefully to the Invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the Invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an Invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an Invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2023

## Remember

“At Castle Mead we have strived to give you both ‘Roots and Wings’. Roots to keep you grounded, and wings so you can fly”.

## 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 Miss Shah Exams Manager by Wednesday the 10<sup>th</sup> of January 2024

If there is anything you do not understand, you should ask Miss Shah Exams 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