

The  
**Market Weighton**  
*Expect More - Achieve More*  
School



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# Candidate exam handbook

## 2019/20

*Respect | Honesty | Compassion | Resilience | Industry | Courage*



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## Introduction

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

### Purpose of the candidate exam handbook

- ▶ To complement the candidate assembly / information evening
- ▶ To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- ▶ To inform candidates about malpractice in examinations/assessments
- ▶ To inform candidates about the use of their personal data and copyright
- ▶ To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- ▶ To answer any questions candidates may have etc.
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the school's website, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

### Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Candidates must be aware of what malpractice is and the possible consequences.

- ▶ Malpractice means any act or practice which is in breach of the Regulations
- ▶ Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- ▶ JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

Offences are graded according to levels of seriousness and a range of penalties may be applied to candidates. If you require further information on this please see the Exams Officer

**NB.** According to Ofqual, in 2018 candidates were given 2,735 penalties. Of these, 64 per cent were given due to candidates bringing unauthorised materials into the examination hall and in three-quarters of instances this was a mobile phone. The penalty for being in possession of a mobile phone in the exam hall can be loss of marks for that paper.

## Personal data

The awarding bodies collect information about exam candidates

To understand what information is collected and how it is used, you must read the JCQ **Information for candidates - Privacy Notice** (available on the school website)

## Copyright

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

For further information please see the Exams Officer

## Contingency day - Summer 2020

*"The awarding bodies have designated Wednesday 24 June 2020 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>*

*The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*

*Centres must therefore remind candidates that they must remain available until Wednesday 24 June 2020 should an awarding body need to invoke its contingency plan."*

[ICE 15]

## Where you will take your exams

The majority of candidates will sit in the hall but other rooms will be in use.

Seating plans will be displayed on the noticeboard outside the hall on the day of the exam. You will also be issued with a personal exam timetable which will have the location of your exam and seat number. You are not permitted to sit in a different seat to the one listed without prior agreement from the Exams Officer.

## What time your exams will start and finish

- Morning exams will usually start at 09:00
- Afternoon exams will usually start at 13.00

Please be aware that these times may change and you should therefore ensure that you check your individual timetable or the information on the Exams Noticeboard.

Candidates should be in school at least 10 minutes before the start time of their exam

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

If you arrive late for an exam we can arrange for you to sit it but, dependant on the time you arrive, the exam board may not agree to mark it. If you are going to be late, please contact school immediately on 01430 873450 and speak to Reception (DO NOT LEAVE A MESSAGE)

## Supervision during your exams

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

## Exam room conditions

- ▶ Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- ▶ Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- ▶ Candidates must not communicate with or try to distract other candidates in any way and must sit facing forwards at all times
- ▶ Centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam will be displayed clearly in each room
- ▶ Candidates must not complete the front of the exam paper / answer booklet until instructed to do so by the invigilator

## What you should wear for your exams

School uniform at all times

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

In the social area or in candidate lockers.

Please note: any mobile phone not left in a bag should be turned off and handed in at the start of the exam. These will be held at reception and can be collected at the end of the exam

## What equipment you need to bring to your exams

- ▶ You should only bring required equipment, i.e. pens (black ink), pencils, rulers, etc into the exam room. Pencil cases, if used, should be clear/transparent. Post it notes and correction fluid/tape/pens are not permitted
- ▶ Only write in black ink. Pencil crayons may be used when allowed on the exam paper. Highlighters can be used in the text of the exam question paper but not in your answers
- ▶ Water in a clear bottle with the label removed
- ▶ If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice and will be reported to the relevant awarding body who will impose a penalty or possible disqualification

## What you should not bring into the exam room

- ▶ iPod, smartwatches, fit bits, mobile phones, mp3 or mp4 players
- ▶ Any technological or web enabled sources of information
- ▶ Food (unless for medical reasons and agreed with the Exams Officer)
- ▶ Analogue watches may be taken into the exam room but must be removed from the wrist and placed on the table before the exam starts.

## Using calculators

- ▶ Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in exams:

*“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.*

*Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations...”*

[ICE 10]

<b>Calculators must be:</b>	<b>Calculators must not:</b>
<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>	<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>	

[Taken from [JCQ Instructions for conducting examinations 2019-2020](#), Section 10.3 downloaded 18 September 2019]

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

- ▶ Every effort should be made to ensure candidates attend every exam. In all cases, it is better to sit the exam than to miss it completely
- ▶ Phone the school to inform us of any absence due to illness
- ▶ If you are unwell during an exam, inform the invigilator
- ▶ If you are unable to attend, special consideration may be submitted with accompanying medical evidence but may result in no grade

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

In the event of an emergency, remain seated and wait for instructions from the invigilator

## Candidates with access arrangements

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'

- ▶ Candidates are involved in any decisions/discussion regarding appropriate arrangements

- ▶ Candidates are informed of the approved arrangements that are in place for them
- ▶ Candidates will be provided with any equipment they use in their normal way of working for exams

### **Alleged, suspected or actual incidents of malpractice**

Exam regulations can be found on the reverse of your exam timetable, on the school website and will be displayed outside each exam room. Any breach of these rules will be recorded by the invigilators and reported to the awarding body as a notification of suspected malpractice. They then may decide to incur a penalty, award a zero mark for that particular component or possibly to all the exams in that subject.

### **Results**

- ▶ School will be open from 9:30 on Thursday 20<sup>th</sup> August 2020 for Year 11 pupils to come in and collect their results.
- ▶ Any candidate who would like their results to be collected on their behalf should complete a permission form giving details of who will be collecting them and confirming that they will bring photographic ID with them on results day, this should be handed in to the Exams Office.
- ▶ If you are unable to collect your results, you can leave a self-addressed envelope and they will be posted out to you

### **Internal appeals procedures and post results**

- ▶ The school has in place a written internal appeals procedure relating to internal assessment decisions which is available and accessible to all candidates on the school website or upon request.
- ▶ If the school is dissatisfied with the grade(s) awarded to an individual or group of candidates an investigation into the results can take place. All enquiries about results may lead to candidate's marks and grades being confirmed, raised or lowered therefore written permission from the candidate is required prior to any enquiry.

### **Certificates**

- ▶ Certificates are available from mid-November
- ▶ Certificates are issued in a presentation evening in November - date to be advised
- ▶ If you are unable to attend, they can be collected after the presentation evening on production of appropriate ID
- ▶ Unclaimed certificates will be held securely at the school for a period of 12months after which they may be destroyed as confidential waste



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