

# Isle of Wight Studio School

## Candidate exam handbook 2017/18

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**Candidate exam handbook template (2017/18)**  
Hyperlinks provided in this document were correct as at October 2017

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## Introduction

IOW Studio 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 ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- ▶ To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- ▶ To answer any questions candidates may have or refer candidates to the people who can answer them.
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

## Written exams

- ▶ In early 2018 candidates will receive a statement of entry, this will contain all of their personal details – full name, date of birth etc as held by the exam boards. It is the responsibility of the candidate to check this information is correct and inform Miss Murphy of any discrepancies as this is the information that will appear on certificates.
- ▶ If certificates are printed incorrectly because you have not informed the exam board of the correct details you will be charged £45 per certificate for replacements.
- ▶ Candidate exam timetables will be issued during April 2018 to ensure candidates are fully prepared for their exams and are aware of dates and times.
- ▶ The regulating body for exam boards, JCQ provides guidance for candidates concerning conduct in exams. This is available as a hard copy in the main Reception at school or on the JCQ website. We would advise all candidates to make themselves familiar with the main points of the

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document especially the guidance concerning conduct during exams and the consequences of malpractice – suspected and proven.

- ▶ There will be posters displayed in and around the exam rooms advising candidates of the expected conduct, items which are prohibited in the exam rooms and consequences for breaking the rules of the exam.

[JCO publication [General Regulations for Approved Centres](#), Section 5.7]

### On-screen tests

Any exam which takes the form of an on-screen test is subject to the same rules and regulations as a regular written exam. Breaches of the rules or malpractice will be treated in the same way.

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

- ▶ If, when you receive your exam timetable you believe you have two exams scheduled to take place at the same time, a clash, please speak to Miss Murphy to make arrangements for working around this.

### Where you will take your exams

The main room used for exams will be the Business Lounge. This will be set up from the start of the exam season until the day of the last exam.

Students who have Access Arrangements – readers, word processor, extra time etc will be seated in an alternative room – usually Room 7 or 8 depending on numbers. The room you will be in will be shown on your exam timetable.

There will be a seating plan for each room which will be displayed outside the room and at the front. Candidates are seated in a snake pattern in candidate number order and there will be a place card with their name, candidate number, centre number and usually a photo. Please make sure you sit in the seat you have been assigned as this ensures you and the school are complying with JCO regulations.

### What time your exams will start and finish

- ▶ Morning exams will usually start at 9AM unless otherwise stated on your exam timetable.
- ▶ Afternoon exams will usually start at 2.00PM unless otherwise stated on

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your exam timetable.

- ▶ Candidates should make every effort to arrive 15 minutes before the start time of their exam to allow for adequate time to store any belongings and find their seat.
- ▶ A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.
- ▶ A candidate who arrives after the start of the examination may be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements can be in place.
- ▶ A candidate will be considered very late if they arrive:
  - more than one hour after the published JCQ 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.
- ▶ For examinations that last less than one hour, a candidate will be considered very late if they arrive:
  - after the awarding body's published finishing time for the examination.
- ▶ Where a candidate arrives very late for an examination we will:
  - send the script to the awarding body/examiner in the normal way;
  - complete Form JCQ/VLA-Report on candidate admitted very late to examination room within seven days of the examination having taken place.
- ▶ We will also provide the exam board with the following information: the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
  - o the actual starting and finishing times of the examination;
  - o the time the candidate started the examination;
  - o the time the candidate finished the examination.
- ▶ Candidates will be warned that the awarding body may not accept their script.

If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, due to a timetable clash,
- ▶ the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier.
- ▶ The awarding body will then decide whether or not to accept the script.

## Supervision during your exams

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- ▶ Exams will be supervised by IOW Studio School staff who will invigilate following the JCQs guidelines for conducting examinations.
- ▶ The invigilators will have to abide by the rules put in place *by the JCQ at all times during the exam and ensure candidates do the same.*

### Exam conditions

- ▶ Before each exam candidates will meet outside of their designated room and wait quietly for an invigilator to escort them in. During this time candidates must make sure they have nothing in their pockets, that mobile devices are switched off and put into bags and that they have everything they need to sit the exam, pens, pencils, calculator if required etc. On entering the exam room candidates must place their bags in the designated area and proceed to their seats in SILENCE.
- ▶ All candidates are under exam conditions from when they enter the exam room until they leave at the end of the exam. This means candidates must not communicate with anyone while in the exam room, and must follow the instructions given by the invigilators at all times.
- ▶ On the front of each exam paper is a section for candidates to complete their personal information – name, candidate number, centre number and usually a space for a signature. The centre number will be displayed on a white board, along with the title of the exam and start and finish times. Candidate numbers can be found on the ID cards on each student's desk. Candidates must check that they are in the right room for the right exam and that their paper has the correct title. If there are any discrepancies candidates must raise their hand to attract the attention of an invigilator.
- ▶ If the front of the exam paper is not filled in correctly, the exam board may refuse to mark the paper.
- ▶ Candidates requiring extra paper during the exam must raise their hand to attract the attention of an invigilator and wait until they approach. Extra sheets can then be provided.

### What equipment you need to bring to your exams

- ▶ IOW Studio School will provide the exam papers and any resources sent by the exam board. It is the responsibility of each candidate to bring with them any equipment needed to complete the exam e.g. pens, pencils, rulers, calculators, geometry sets, coloured pencils etc. Equipment must be in a clear plastic bag or clear pencil case. If a candidate reaches the

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exam room and realises they do not have the appropriate equipment IOW Studio School will do our best to help but we cannot take any responsibility for grades lost due to candidates not providing the correct equipment.

- ▶ Bottles of water are allowed in the exam room provided they are clear and have NO labels of any kind on them.

### Using calculators

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

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

<b>Calculators must be:</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>	<b>Calculators must not:</b> <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>
<b>The candidate is responsible for the following:</b> <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 2017-2018](#), Section 3, downloaded 2 October 2017]

### What you should not bring into the exam room

- ▶ • In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- ▶ Potential technological/web enabled sources of information such as:
  - ▶ iPods;
  - ▶ mobile phones;
  - ▶ MP3/4 players;
  - ▶ Smartwatches; and
  - ▶ wrist watches which have a data storage device; are not permitted.
- ▶ If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to sanctions and penalties in accordance with the JCQ publication Suspected

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Malpractice in Examinations and Assessments: Policies and Procedures -  
<http://www.jcq.org.uk/exams-office/malpractice>

### **What you should wear for your exams**

Candidates arriving for exams should wear IOW Studio School Business Attire.

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

There will be a designated area for candidates to store their bags/belongings during the exam which will be indicated by the invigilator.

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

Overtyping here relevant information.

#### *Examples*

- ▶ If you are unwell on the day of the exam and are unable to attend, the normal procedures for reporting absence must be followed.
- ▶ If you are unwell but able to attend the exam, make the invigilator aware before the start of the exam and they will advise you of what to do.
- ▶ If you feel unwell during the exam, raise your hand to attract the attention of the invigilator.
- ▶ If you are unable to sit an exam due to illness, injury or other extenuating circumstance on the day, IOW Studio School may be able to make an application to the exam board for Special Consideration to be applied to your overall grade for the subject. This can mean the mark you are awarded even without sitting the exam may be increased by up to 5% depending on the circumstances. This is at the discretion of the exam board.

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

You will be unable to sit the exam in this season. At the centres discretion the exam fee may be charged to you.

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

In the event of an emergency the invigilators will instruct candidates on what to do. It is imperative that all candidates remember they are still under exam conditions and do not communicate with each other unless told otherwise by the invigilator.

### Alleged, suspected or actual incidents of malpractice

The JCQ defines malpractice as “ any act, default or practice which is a breach of the Regulations or which:

compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate;

and/or

damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Examples of malpractice may include, but are not limited to, talking in the exam room, taking notes or unauthorised material into an exam room – even if you have no intention of using it, just being found to be in possession of this material will result in a report being made to the exam board. This includes mobile phones and other mobile electronic devices, writing on or marking another candidates paper and causing a disturbance in the exam room.

Any student found to be in breach of the JCQ guidelines may be excluded from sitting further exams with that board for a period of time, or life, may be refused a mark on that paper or may need to resit the paper in the next exam season at a cost to themselves.

*\*“The centre agrees to: ... notify an awarding body immediately, by completing the appropriate documentation, of any alleged, suspected or actual incidents of malpractice ...Notification must be made to an awarding body whether involving a candidate (during examinations or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications)...”*

[JCQ publication [General Regulations for](#)

[Approved Centres](#), Section 5.11]

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## Results

- ▶ GCSE results will be available from IOW Studio School on 23/08/2018. Times will be published at a later date.
- ▶ On results day subject teachers and Senior Staff will be available for discussions around results and next steps – what to do if your grades are lower or higher than you expected.
- ▶ If a candidate is unable to attend the centre to collect their results on 23/8/2018 they can give written permission for a designated representative to collect the results for them.
- ▶ Uncollected results will be sent out 1<sup>st</sup> class by Royal Mail on the evening of 23/08/2018 to the registered address held by IOW Studio School for that candidate.

\* “The centre agrees to...distribute provisional statements of results to all candidates, either electronically or in hard copy, without delay and regardless of any disputes...”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.13]

\*\* “Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly.”

[JCQ publication [Post-Results Services, June 2017 and November 2017](#), Section 4.1]

## Post-results services

- ▶ *If your results are lower than you expected and you wish to appeal against a mark, please speak to a Senior member of staff when collecting your results. They will advise of the processes available and the costs involved.*
- ▶ *They will also be able to advise of the processes and the time scales involved.*

\*\* “The centre agrees to...have in place **written** procedures for how it will deal with candidates’ requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publication of results...”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

\*\* “...ensure that candidates have provided their written consent for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results...”

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

“This permission must be sought only after the candidates have received their results for the respective examination series.”

[JCQ publication [Post-Results Services, June 2017 and November 2017](#), Section 6.2]

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## Certificates

- ▶ *Certificates for exams taken in summer 2018 will be available to collect from IOW Studio School from mid November 2018.*
- ▶ *If you are unable to collect your certificates yourself you may give written authorisation to a representative to collect them for you.*
- ▶ *The JCQ states unclaimed certificates must be kept for 12 months from the date of issue and then securely destroyed. A record of all destroyed certificates is kept for 4 years from the date of destruction. If your certificates are destroyed you will need to arrange to have new ones sent direct from the exam boards. This usually costs from £45 per certificate.*

*\*" The centre agrees to...distribute certificates to all candidates without delay and regardless of any disputes..."*  
[JCQ publication [General Regulations for Approved Centres](#), Section 5.15]

## Internal appeals procedures

- ▶ *Details of the centre's internal appeal procedure can be found in the internal appeals policy available in school and via the website.*

*\* "The centre agrees to...have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates... The centre **must** inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking **before marks are submitted to the awarding body.**"*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.8]

*\* "The centre agrees to...have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)"*

[JCQ publication [General Regulations for Approved Centres](#), Section 5.14]

## Complaints and appeals procedure

Any complaints regarding the exam process, procedures or policies should be submitted to Mr White in writing.

*"The centre agrees to...draw to the attention of candidates and their parents/carers their **written** complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."*  
[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

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