

Candidate Exam Handbook for GCSE

2023

This handbook is reviewed annually

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**Introduction**

Chadwick High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the school and are made aware of the required JCQ awarding body instructions and information for candidates.

**Written Exam Timetable**

* Candidate Timetable – your timetable for your examinations is enclosed. Please contact Debbie McGuinness (Exams Officer) if you have not received it or have mislaid it.
* If you feel that any of the information on your timetable is incorrect contact Mrs McGuinness immediately in the school office.

**Exam Venues**

All exams will take place in the rooms in the old building.

**Exam Invigilation**

* Exams are supervised by a team of invigilators made up of internal staff.
* Our invigilators must follow strict rules laid down by JCQ for the conduct of examinations.

**Exam Start Times**

The start times for exams at Chadwick High School are:

* 9.30 am for morning exams
* 1.30 pm for afternoon exams

(The exam board published start times for Public Exams are 9.00 am for morning exams and 1.30 pm for afternoon exams)

* You should aim to arrive at school at least 15 minutes before the start of your exam, and make your way to your exam venue.
* You must remain under supervision until one hour after the published start time.
* If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to do so

**Exam conditions**

An exam briefing for all candidates will be given by the Head Teacher / Deputy Head outside the exam venue before the exam begins. Candidates must not enter the exam room until directed to do so by the Head Teacher / Deputy Head.

Remember:

* *You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator*
* *You must listen to and follow the instructions of the invigilators at all times in the exam room*
* *You must not communicate with other candidates*
* *You should write clearly and legibly*
* *The Centre Name and Number (46124) will be displayed on the white board at the front of the room*
* *The day, date, exam title and the start and finish times will also be written on the white board.*

**Where you will sit in the exam room**

* A candidate card with your name and candidate number will be on your desk.
* If you cannot see your card speak to an invigilator who will help you.

**At the end of the exam**

* If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you want
* When you leave the exam venue you should walk out in complete silence, collect your bag, and refrain from talking until you are well away from the room so that you do not disturb your fellow students who are still working.

**Equipment**

* All equipment will be provided by school.

**Using calculators**

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

*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.*

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

Do not bring any unauthorised items/material into the exam room. These include:

* Mobile Phones
* MP3 Players
* IPad
* Watches of any kind
* Any internet enabled device
* Revision notes

You will be reminded about this during the exam briefing and the Head Teacher will carry out spot checks before every exam to check for these items. If you are found to be in possession of any of the above once you have entered the exam room we will be obliged to report this to the exam board.

**Food and drink in the exam rooms**

Water will be provided by school.

No other drinks or food are allowed in the exam room unless there is a medical need. If this is the case please speak to the Exam Officer, the Head Teacher or Mrs Ogden (SENCo) as early as possible before the start of the exam season so that we can ensure we have everything in place for you.

**What you should wear for your exams**

It is a requirement that normal school uniform must be worn for exams.

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

Any personal belongings will be left outside the exam room. You will not be permitted to take anything in with you.

**Watches**

No watches of any kind are permitted in the exam room.

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

It sounds obvious but …. ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

A register is taken at the start of each exam to check that all candidates are here – **if you are running late for your exam, you or your parents must call the School Office on 01524 840831 and say that you urgently need to speak to the Exams Officer** so that we are aware of what is happening.

If you are running late don’t panic! When you arrive at school you should report to the School Office and a member of the school office staff will escort you to the exam venue.

If you arrive for your exam within an hour of the EXAM BOARD PUBLISHED START TIME you will be allowed to take your seat and begin your exam and you will be given the full amount of time for that exam. This means before 10.00 am for a morning exam and before 2.30 pm for an afternoon exam.

**If you are going to be “VERY LATE” for an exam – i.e. more than an hour after the exam board published start times – you must call us as early as possible.** Even though we will allow you to sit the exam, and give you the full time for that exam you should be aware that the exam board may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is:

* Avoid public transport
* Ask your parent/guardian to drive you to school and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch
* You and your parent/guardian will be asked to sign a letter confirming that you have not had internet access and from what time
* You and your parent/guardian will be asked to make a written statement giving the details of your movements until you arrived for the exam
* The decision about whether to accept your script is at the discretion of the exam board.

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

**If you feel unwell on the day of your exam:**

* *Your or your parent/guardian should call ahead to the School Office and let us know so that we can help you as best we can when you arrive*
* *Once you are here, speak to your teacher or the Head Teacher before your exam and update them on how you are feeling*
* *We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk*

If you feel unwell during an exam:

* *Let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you.*

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

In the event of the emergency bell sounding the following will happen:

* The invigilator will ask you to stop writing, close your answer booklet and put your pen down
* The invigilator will evacuate the room if there is clear danger
* If there is no clear danger to candidates the invigilator will await instructions from senior school staff, who will be with you very quickly

In the event of a false alarm:

* The exam will be re-started once the alarm bell has stopped ringing
* You will be given a few minutes to compose yourself and get ready to start again
* The amount of time lost will be added on to your exam time so that you do not lose out. The new finish time will be clearly written on the whiteboard at the front of the room

If an evacuation is necessary:

* The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
* You will not be evacuated to the same area as the rest of the school
* During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
* Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

**Post-results service**

Once you have received your results you will need to discuss these further with the Head Teacher or Deputy Head Teacher if you have not achieved the grades you expected to.

The Head Teacher and Deputy Head teacher will be here to advise you on Post Results Services and tell you what the next step is. Review of Results should not be applied for without first speaking to the Head Teacher or senior member of staff, because remarks can result in grades going down as well as up.

* *The post-results services available to you include “Review of Results” and Access to Scripts (in other words you may request a copy of your exam script if you wish to)*
* *All requests for post-results services must be made through school – the exam boards will not deal directly with candidates*
* *ROR request forms will be made available to you when you collect your results and you will be given information about the deadlines, fees and charges for these services*
* *We can only apply for a remark if you give us written permission*

**Certificates**

* Exam certificates will arrive at school in the Autumn term
* A telephone call home will be made to let pupils know their certificates have arrived
* Certificates will be available to collect from the Exams Officer and must be signed for. It is important that all certificates are collected as they are destroyed after one year. A fee is charged by the relevant awarding body to have them replaced after this time.

**JCQ Guidelines**

At Chadwick High School we enter pupils for exams with four different exam boards (AQA, Pearson/Edexcel, WJEC and OCR) depending on the subject. If you are taking an exam with AQA, Pearson/Edexcel, WJEC or OCR, your exams are regulated by a body called the **Joint Council for Qualifications (JCQ)** and we are obliged to follow their examination rules and regulations when we run public exams.

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