



**Longridge High School**

Excellence and ambition from all, for all

# Candidate Exam Handbook

2023/24

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## Introduction

Longridge High 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
- 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 etc.
- To signpost candidates (and where relevant parents/carers) to any examsrelated 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.

## Coursework/non-examination assessments

Candidates will be informed in advance regarding :

- When assessments will take place
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed etc.
- When candidates are informed of their centre assessed marks (the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre assessed marks)
- Which NEA work is externally marked/assessed etc.

## Written timetabled exams

Candidates will receive their GCSE timetables at least 1 month before the start of the exam season. There will also be an exams assembly around this time. Once you have your timetable you must check it carefully and inform the Exams Officer, Mrs Hupfield-Smith, if anything is incorrect.

- Candidate statement of entry (check that personal details and exam entries are correct)
- If this information is incorrect please see the Exams Officer, Mrs Hupfield-Smith as soon as possible.
- Candidate exam timetable (this will ensure that you know the date and time of all your exams/assessments, where you are sitting, which exam room etc.)
- The JCQ information for candidates documents – written examination, social media (These will be located on the School Website under Exam Information and also in the appendices attached)
- Exam room posters – Warning to candidates, Mobile Phone (these are available in the Exams section of the school website)

## Contingency day - Summer 2024

This year's contingency day any day up to 30<sup>th</sup> June 2024 You **MUST** be available to sit any exams **up to and including this day** in the event of any national or local disruption to examinations.

## On-screen tests

The JCQ Information for Candidates Document– on-screen tests are available on the school website.

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

If you notice that you have a clash on your timetable you must inform the Exams Officer (Mrs Wignall) **immediately**. She will make arrangements for you to sit one of the clashes at a different time and explain:

- JCQ guidance on what constitutes a timetable clash
- How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room)

## Where you will take your exams

All GCSE exams will be sat in the Main Hall with the exception of students with Access Arrangements who will sit their exams in The Drama studio. French and German speaking exams will be sat in the two small rooms on the PE corridor.

## What time your exams will start and finish

All morning exams start at 9:00

All afternoon exams start at 1:00 – any variations will be stated on your timetables.

Students must meet in the Dining Room at least 10 minutes before the start of their exam. Students with Access Arrangements will meet in the area outside Room 15. Students taking a shorter paper will be able to leave (quietly) once their exam has been officially finished. Students will not be allowed to leave the examination room until the exam is officially finished.

## Supervision during your exams

- Exams are supervised by a team of invigilators. There will be 1 invigilator for 30 students. We use a mix of teaching assistants and external invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

## Exam room conditions

- Candidates will be met in the Dining Room (or outside the Room 15) by the Lead Invigilator.
- Candidates are under formal exam conditions from the moment you enter the exam room until you 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 other candidates.
- The following information will be displayed in the exam room - centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam.
- You will be given any relevant information relating to the completion of the front of your answer books (first name and surname that matches your entry information, candidate number etc.) and that this must not be completed until instructed to do so by the invigilator.

- You will be given any relevant information regarding the use of additional answer sheets/answer books etc.

### Where you will sit in the exam room

Candidates are seated in exam number order and snake from top to bottom and bottom to top.

Seating plans are situated in the Dining Room and in the Dining Room foyer. Please check your seat number before entering the Hall. Letters and numbers are on the walls in the hall to assist you in finding your seat easily. You might be sat in a different place for each exam. Pupils with access arrangements in the Room 15 will have the same seat for every exam.

If you cannot find your desk do not wander aimless about or sit in any available seat - please ask one of the invigilators.

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

If you see someone who you do not recognise in the exam or preparing to take the exam please inform a member of staff immediately. Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes.

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

All candidates should bring with them to each exam, a clear plastic pencil case with a ruler, black pens, pencils, eraser and sharpener.

For Maths, Science and some technology exams you will also need a pair of compasses and a protractor.

Scientific calculators can be used in some exams. You will be told if they are allowed.

Highlighter pens are NOT allowed to be used on your exam papers to highlight your work but can be used to annotate notes.

Gel pens, erasable pens and felt tip pens are not allowed as they do not scan when marking your paper.

**It is your responsibility to provide your own equipment NOT the schools.**

### Using calculators

Scientific calculators can be used in some exams. You will be told if they are allowed. 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

**Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

**The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

**Calculators must not:**

- be designed or adapted to offer any of these facilities: -
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

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

You should not bring any of the following into the exam room:

- Mobile phones or any other smart device.
- No notes or papers of any kind – you can only use official examination stationary.
- Sweets or chewing gum or any kind of food unless you are diabetic.
- Ear phones, iPods or other listening or recording devices.
- Pets.
- Wristwatches are not allowed and must be removed and left in your school bag or handed in to an invigilator.

If candidates have access to unauthorised items in the exam room, this will be considered **malpractice**.

**Food and drink in exam rooms**

You may bring in a clear plastic water bottle with water only in it. All labels must be removed and there must be no writing on the bottle.

There is no food allowed in the exam room. If diabetic you can bring in food in a clear plastic bag.

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

Full school uniform must be worn for every exam, even if you are on study leave.

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

Mobile phones and watches can be left in your bags or can be handed in prior to the exam and stored in the Exams Office until the exam finishes. Please make sure you switch your phone off so as not to disturb the office staff.

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

- If you are late for your exam report to the main office immediately to be registered. They will contact the Exams Officer for you.
- If you are less than one hour late you will be allowed to sit your exam and you will be allowed the full time, providing there is adequate supervision available.
- Candidates arriving very late (more than one hour after the exam's published start time) will be allowed to sit the exam but the awarding body/examiner may not accept the script.

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

- If you feel unwell on the day of the exam please try and get into school as you won't be allowed to sit your exam at a different time or day.
- Please let an invigilator know that you don't feel well. We might be able to seat you nearer an exit door if you need to leave in a hurry.
- If you are too ill to attend then you, or your parent must ring school as soon as possible to report your absence. We will require a doctors note to apply for special considerations.
- If you feel unwell during an exam you must put your hand up and an invigilator will come to you.
- School can apply for special consideration in certain circumstances. Please bring in doctors' notes or any other documents as evidence to support your claim within 7 days of your exam.



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

Fee reimbursements are sought from candidates:

- if they fail to sit an exam without medical evidence or evidence of other mitigating circumstances or
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances (*School Policy 2020*)
- GCSE certificates will NOT be released until all payments have been received by the finance office.

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

*Please see Emergency Evacuation from Hall Policy on the school website*

In the event of an emergency evacuation we will exit the hall using both emergency exits and meet on the playground outside the hall.

You must not speak or interact with anyone.

You must leave all work on your desk.

Once the emergency is over you will come back into the hall and extra time will be allocated to make up the time lost.

## Candidates with access arrangements

- Candidates are assessed by a qualified assessor prior to the exam season starting.
- The Special Educational Needs Co-ordinator (SENCo) will inform individual candidates of their personal arrangements.
- Candidates with Access Arrangements will sit their exams in the Drama Studio.
- The school will supply any specialist equipment required for the exams (exam pens, word processor).

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

Any GCSE exams held in school are governed by JCQ regulations and as such the school has to abide by their rules.

The centre will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

Some examples of malpractice: *(these are by no means all of them!)*

- Collusion from another candidate.
- Copying from another candidate or allowing them to copy from you.
- Disruptive behaviour (including the use of offensive language).
- Exchanging, obtaining, receiving or passing on of examination related information by means of talking, electronic, written or non-verbal communication.
- Misuse, or attempted misuse of examination and assessment materials.
- Bringing into the examination room unauthorised material.
- Behaving in a manner so as to undermine the integrity of the examination.

## Results

GCSE Results day will be Thursday 22nd August 2024

- School will be open from 9:30am until 11:00am.
- You will receive your results in paper form.

In the event that you are unable to attend:

- Results can be sent to you by mail on receipt of a stamped addressed envelope
- Results can be emailed to your personal email address (not your parent's).

Please inform the exams officer by emailing her direct on [exams@lhs.lancs.sch.uk](mailto:exams@lhs.lancs.sch.uk) if you wish to receive your results this way.

Members of staff will be available to speak to you regarding your results if needed.

On collection of your results you be asked to sign to say that you have collected them and you will be asked to sign to give your permission:

- to obtain script copies for the use in school (if required)
- to submit a review of marking (if required)

*Please note... marks can go down or up following a review of marking so you could go down a grade!*

## Post-results services

Services available – Review of Results (RoRs):

- Review of marking
- Clerical checks

We will only submit a request for a review or check if you are 3 or less marks off the next level. If you are more marks off than this and would still like a review of marking or clerical check you must complete an Internal Appeals Form so that we can submit this on your behalf. This is available from the Exams Officer. You have 10 calendar days from Results Day to submit your request.

*Please note... marks can go down or up following a review of marking so you could go down a grade!*

Sometimes the school would like access to your script so that it can be used in school as a teaching aid. You will always be asked permission before we request a copy of your script. If you would like a copy of your script for your own use then we can obtain this for you but you will be asked to cover the cost.

Prices for reviews and scripts are available on request.

The deadline for reviews to be obtained from the examination boards will be Thursday 12<sup>th</sup> September 2024.

## Certificates

Certificates will be given out during Prize Night which is usually held mid-November. You will receive an invitation to attend a few weeks before the event.

If you are unable to attend you can collect your certificates from the Main School Office between 8:30 and 4:00 weekdays. We will keep your certificates for one year only. They will then be returned to the Examination Board.

**Certificates cannot be posted** and must be collected in person. You can elect someone to collect your certificates for you but you must inform the Main School Office who will be collecting and they must bring identification with them.

## Internal appeals procedures

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an RoR (Reviews of Results), an internal appeal can be submitted to the centre by completing the internal appeals form at least 4 calendar days prior to the internal deadline for submitting a request for a review.

Any charges for RoRs not instigated by the school must be paid by the candidate.

*Please see the school website for the full internal appeals procedure*

## Complaints and appeals procedure

Following a RoR, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal.

Where the Head of Centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.