

Okehampton College

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

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Introduction

Okehampton College 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. There is a copy of the JQC ICE booklet, which is the regulations that all colleges follow, on the website under 'exams'.

Purpose of this handbook

- To support/complement candidate briefings/assemblies for real and mock exams.
- To inform candidates about malpractice in examinations/assessments
- 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
- 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

Malpractice

Malpractice means any act of practise which is in breach of regulations.

During mock exams cases of malpractice and/or disruption will be dealt with as follows:

- If a student has a phone with them during an exam, they will be get a ZERO for their test. This is because during a real exam they could be disqualified from the exam for having a phone.
- If a student is disruptive during a mock, they will be given two verbal warnings before being removed. If they are removed from the exam they will get a ZERO for their test.

During a real exam:

- 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

Refer to [ICE 24](#) and the Indicative sanctions against candidates (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to the current [Information for candidates – social media](#)

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g., posting written work on social networking sites prior to an examination/assessment.
- collusion: allowing others to help produce your work or helping others with theirs.

- 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; or
- not telling exam boards or your school/college about exam information being shared.

Written timetabled exams.

Candidate exam timetable will be provided to all students with sufficient notice. This will be emailed to their school email accounts. The timetable will show the name of the exam (subject) the date, time, location, and seat number. When the student receives their timetables, they must spend time looking over all exams. It is the responsibility of the student that they check:

They are entered for the subjects they are expecting.

They are at the correct location (access arrangements – outside of the sports hall)

Their candidate number is correct

They are entered for the correct tier, if applicable.

If a student identifies any issues with their timetable, they must seek guidance from the exams officer by going to the exam's office or by emailing

isimpson@okehamptoncollege.devon.sch.uk

What time your exams will start and finish

If the examinations are mock exams, these will run through the school day, only during lessons. This means students do not miss break or lunch; however, it does mean they will be at different start times to the external exams. Please refer to your timetable for the times of your exams.

External exams run in AM and PM sittings, the morning exams start at 9am and the afternoon at 1:00pm.

Supervision during your exams

- Exams are supervised by a team of invigilators. Okehampton College have a team of DBS checked staff to run supervised exams. During mocks, or at time where we are shorter staffed you might see some Okehampton College staff invigilating as well.
- Exam invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam room conditions

The main exams at Okehampton College are run in the sports hall and other small rooms. The candidate timetable will state the room and seat number. Students should take account of this. Students need to arrive at least 15 minutes before the start time on the timetable.

For Exams in the Hall:

- Students should be aware of their seat number.
- Students are required to line up under the canopy outside the exam hall. There are signs with letters on, corresponding with the seating plan in the hall. Students should line up under the letter stated on their seat number. For example, candidate in seat A4 must line up under the letter A.
- Students are expected to stand in silence under the canopy.
- Students will be called by row; they will leave their bags and all other belongings in the PE changing rooms. Students must do this in SILENCE.
- After the belongings have been left, students will enter the hall in SILENCE and go straight to their seat.
- Students must not open the exam paper.
- Once in the hall all students are under 'formal examination conditions'.
- Candidates must listen to and always follow the instructions of the invigilator in the exam room.
- Candidates must not communicate with or disturb other candidates.
- There will be centre number posters, and row signs displayed in the hall. The subject, and length of exam will be written on the white board.
- There will be a 'candidate card' on the desk, this should be used to fill out any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number) and that this **must not** be completed until instructed to do so by the invigilator
- Candidates must not open the question paper until the examination begins

Refer to [ICE](#) 19

Exams out of the Hall:

Small room exams, students must go to the location stated on the timetable. They must line up in silence outside the room, the invigilator will then provide details on how to enter the room and where to place belongings.

Where you will sit in the exam room

- All candidates will have a seat letter and number. For example, B8, this candidate would be sat in row B seat 8. There will be posters clearly showing each row and column of seats in the hall. When the candidate sits down, they must check that the candidate card on the desk is theirs.
- If you can not find your seat you must move silently to the back of the hall and raise your hand.

Please note that due to the relaxing of Covid regulation students will have a different seat for each exam, this ensures that candidates are sat in subject/tier groups. This means that if there are multiple papers running at the same time in the Exam Hall, students will not be disturbed when groups of students leave.

How your identity is confirmed in the exam room

All candidates will have a card with a coloured photograph on. This is used to identify the students in the hall. This must stay in the hall and not be tampered with.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

It is the responsibility of the student to have the correct equipment for all exams, including spares.

- If a pencil case is used it must be a **CLEAR PENCIL CASE**.
- Only **BLACK INK** can be used for answers. Coloured pens or pencils can be used in diagrams, charts or in the written questions.
- You must bring a working **CALCULATOR** to exams that require it, this must have the case removed.
- Subject exams will require specialist equipment. Subject departments will instruct students on what is required. For example, mathematics will require a ruler, protractor and compass.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- You must not write on any pages marked 'BLANK'. You must not use derogative language or swear words in your answers, these can be refused to be marked, unless it is a quote from a referenced text.

Okehampton College will provide tracing paper.

Please contact the exams office if you are unable to meet the equipment requirements, due to personal circumstances.

Refer to [ICE 18](#)

What you should not bring into the exam room

Students must not bring in:

- Ipods
- Mobile phones
- MP3/4 Players or similar devices
- Watches, of any kind, including analogue watches.

Students must leave all the above in their bags. There will be reminders for students to leave unauthorised items:

1. When leaving their bags, they will be reminded to leave any unauthorised items in their bags.
2. When entering the hall, they will have the chance to place unauthorised items in the tray.
3. Before the start of the exam, they will be asked again if they have any unauthorised items.

If any unauthorised items are handed in, they will be placed into a tray by an invigilator. In the tray there will be numbered envelopes with a corresponding number ticket. Unauthorised items will be placed into an envelope by an invigilator and the numbered ticket handed to the student. The student's name will also be recorded and attached to the envelope. In line with school policy, these unauthorised items will be taken to reception, where they will be stored securely. Students should take their ticket to reception at the end of the exam to collect their items.

If a candidate refuses to follow these instructions, they will be removed from the exam and the Okehampton College behaviour policy will be followed.

Food and drink in exam rooms

Food is not allowed in the exam room, including chewing gum.

Food is only allowed in the exam room after permission has been granted by the Exams Officer for medical reasons, evidence should be submitted in advance.

Drinks are allowed to be in the exam room, but they must follow the regulations below:

- Drinks bottles must be transparent with all labels removed which would include transparent, reusable bottles.

Refer to [ICE](#) 18

What to do if you arrive late for your exam

Students must arrive at their exam with plenty of time. If a student is late, they may still enter the exam at the discretion of the Principal. If a student is classed as 'very late' more than an hour, the exam board will be contacted.

Refer to [ICE](#) 21

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

If a student is unwell and still takes part in the exam, special consideration can be applied for, this does not guarantee any change to grade.

If a student misses an exam, evidence must be provided and special consideration applied for.

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

Below is the procedure to be followed in the event of an emergency.

In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;

- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body.

Students will be asked to leave their exams papers and leave in silence as they are called row by row. Students will walk in silence to the hard courts behind the exam hall. An invigilator will be waiting here and will line them up in rows in silence. A register will be taken. Students must remain silent and exam conditions continue for the duration they are outside of the room. Please follow the instructions given by the invigilator.

Refer to [ICE](#) 25

JCQ Information for candidates

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

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."

<http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates* poster

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

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

JCQ *Instructions for conducting Exams Booklet*

['ICE' – Instructions for conducting examinations](#) - JCQ Joint Council for Qualifications



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