



# EXAMINATIONS

## Candidate Handbook 2023/24

**It is important that you read this handbook carefully and understand the expectations for exam conduct.**

It is considered malpractice if you do not adhere to the rules and regulations set by the Awarding Bodies, the JCQ and Castle Donington College and will be dealt with accordingly.

**This includes all exams and non-exam assessments**

A full investigation will take place and the Awarding Body will be notified.

Penalties can range from a warning, to loss of marks for a unit, disqualification from a qualification and in extreme cases you can be barred from taking any exams for a set period of time.

**You are required to read and understand the contents of this handbook AND the documents on the College website - Examinations/Information for Candidates**

## Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>LEADING UP TO THE EXAM SESSION .....</b>	<b>3</b>
GCSE Assessment Methods .....	3
Examinations .....	4
Non-Exam Assessments .....	4
Speaking Assessments .....	5
Access Arrangements .....	5
<b>ON THE EXAM DAY .....</b>	<b>5</b>
Start times .....	5
What equipment you need to bring to the exam .....	6
What you are NOT permitted to take into an exam .....	7
Outside the exam room .....	7
Entering the exam room .....	7
In the exam room .....	7
Non-attendance/Disadvantaged during an exam .....	9
Emergencies .....	9
<b>RESULTS, POST RESULTS ENQUIRIES &amp; INTERNAL APPEALS PROCEDURE .....</b>	<b>9</b>
Results .....	9
Post Results Services .....	9
Review of Results (RoRs) .....	10
Access to Scripts (ATS) .....	10
Internal Appeals Procedure .....	10
Certificates .....	10
<b>Appendix 1 – Information for Candidates – for Written Examinations .....</b>	<b>11</b>
<b>Appendix 2 – Information for Candidates – Warning to Candidates .....</b>	<b>15</b>
<b>Appendix 3 – Information for Candidates – Prohibited items poster .....</b>	<b>16</b>

## **Examination Information for Candidates**

### **Introduction**

This booklet has been produced to give you guidance on the rules and regulations that you, as a candidate, are expected to follow.

Castle Donington College conducts examinations and assessments in accordance with the regulations set out by the Joint Council for Qualifications (JCQ) and the Awarding Bodies.

Failure to read this booklet and the information for candidates on the College website, will not be accepted as an excuse for breaking exam rules, not attending exams or failing to comply with any rules and regulations set down by Castle Donington College, the JCQ or the Awarding Body.

The four Awarding Bodies that we work with are:

AQA – [www.aqa.org.uk](http://www.aqa.org.uk)

Edexcel – [www.edexcel.org.uk](http://www.edexcel.org.uk)

OCR – [www.ocr.org.uk](http://www.ocr.org.uk)

WJEC – [www.wjec.co.uk](http://www.wjec.co.uk)

For more information on the awarding bodies, please refer to their websites.

### **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 (See College website - Examinations/Information for Candidates)

### **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

### **The Examinations Manager**

The Examinations Manager is Mrs Shatford. If you have any queries or problems relating to your exams, Mrs Shatford can be found in the Office on the main corridor near Reception.

### **Leading up to the Exam Session**

#### **A. GCSE Assessment Methods**

There are a range of assessment methods at GCSE Level:

1. **Examination** – this is a written exam paper under supervised conditions where the date and time has been decided by the Awarding Bodies nationally.
2. **Non-exam assessments (NEA)/Coursework** – the College decides when the class is ready to take the assessment which will be conducted under controlled/supervised conditions throughout the course.

3. **Speaking Assessments** – where students are required to do a speaking assessment as part of their course, they will be notified via their teacher as to when these will take place.

This is not a complete list but includes those assessments relevant to Castle Donington College. All assessments carry a weight towards your final GCSE grade/Cambridge National grade.

## 1. Examinations

General exam dates and exam timetables will be made available to you via the Examinations section of our website. These are also available below:

### Summer 2024 Exams

Thursday 9<sup>th</sup> May – Wednesday 19<sup>th</sup> June 2024

(this includes the Contingency days which students must be available for in the event of disruption to exams)

### GCSE Results Day

Thursday 22<sup>nd</sup> August 2024

### Certificate Collection

End of November/early December 2024

Each Candidate will be given their individual Examinations Timetable for the Summer exams in the Spring Term. Your timetable will include the following:

- The subjects you are entered for
- The date of your exams
- The time of your exams
- Your **legal** surname and forename
- Your candidate number – you will need this number to use for all your exams
- The room where you will sit each exam
- Your seat number

### Check your timetable carefully and make sure:

- All the subjects that you are meant to be taking appear on the list
- That you are entered for the **correct** tier (Higher/Foundation)
- That your personal details (your legal name and date of birth) are correct. These are what will appear on your certificates

**Please note ONLY legal names are used in the exam process and your legal name will be printed on certificates.**

You need to check the names on your timetable and if there are any errors or you are unsure about anything on your exam timetable, see Mrs Shatford immediately.

If for any reason you have two or more exams timetabled for the same time, then the Examinations Officer will arrange for you to sit your exams one after the other. The times will be reflected on your exam timetable. In these circumstances you will have to be supervised until you have finished all of the exams in question and remain under supervised conditions **at all times** until you have completed all of the exams concerned.

## 2. Coursework Assessments/Non-Exam Assessments (NEA)

NEAs and coursework measure subject-specific skills that may not necessarily be assessed using written tests. They can take 2 forms, internally assessed and externally assessed.

Teachers will give guidance as to what the requirements are for each subject and when these will take place. In addition to what your teacher tells you, the following guidelines must be followed:

- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Any wording/quotes used in controlled assessments or NEAs must be properly referenced, even if it is paraphrased.
- References from printed material must show the author, year of publication and page number.
- Material taken from the internet must show the web page address and the date it was referenced.
- Each candidate must sign a Candidate Record Form to confirm that they have done the work independently.
- Once complete, any written work is presented on appropriately sized paper in a plain cover or folder, together with the Candidate Record Form. The cover must show the candidate's name, candidate number, the centre number (25167), the specification title and the unit title/code.
- If the work is word processed the candidate's name must appear on each page as a header or footer.
- **Candidates MUST NOT share any information via social media; this could be viewed as malpractice and could lead to disqualification.**

In most cases the work is marked by the teacher and then sent to the Awarding Body for moderation. Teachers will tell you the mark that they have given you for the assessment in advance of submission of marks. Once marks are submitted, the Awarding body can lower/increase marks when the moderation process is done.

You are required to read the Information for Candidate documents on the College website/Examinations and will be asked to sign confirmation of reading and understanding of these documents.

## **B Access Arrangements/Reasonable Adjustments**

Our Special Educational Needs Co-Ordinator (SENCo) identifies students who require special arrangements during exams. This could consist of extra time, a scribe, use of a laptop, a separate room, coloured overlays, use of a prompt and supervised rest breaks. Evidence is required for specific arrangements and applications have to be made by 21<sup>st</sup> March 2024. All access arrangements must reflect a candidate's normal way of working (NWW) and evidence is required for online and centre assessed arrangements. If you are entitled to any access arrangements, you will receive confirmation detailing what arrangements have been made for you.

If you have any queries in regards to Access Arrangements, please contact Mrs Shatford.

## **On the Exam Day**

### **A. Start times**

You must attend school as normal during exams, which means arriving by 8:45am every day. During the exam period, lunchtimes will change.

All exams start at the following times:

- Morning Exams - 9:15am
- Afternoon Exams - 1:15pm

For morning exams, you must go to Registration and then go straight to the Hall and line up according to your allocated row and seat number.

For afternoon exams, you must line up in the Hall at 1:00pm according to your allocated row and seat number.

Make sure you know the dates and times of your exams to ensure you line up at least 15 minutes before the start time; these details will appear on your individual exam timetable. Daily seating plans will be displayed in the English area and the Hall.

If you are late for an exam, you will need to see a member of the Senior Leadership. SLT and the Examinations Manager will decide what action needs to be taken. A candidate will be considered very late if they arrive more than 30 minutes after the start time, i.e. 9:45am for morning exams and 1:45pm for afternoon exams. Where a candidate is very late, the Awarding Body will be notified. **Please note:** it is at the discretion of the Awarding Body whether they choose to accept the entered work or not.

#### **B. What equipment you need to bring to your exams**

You must bring ALL the correct equipment for each exam either in a **clear pencil case or clear plastic wallet**.

### **These are the basic requirements YOU ARE REQUIRED TO HAVE:**

- 2 black pens
- 2 pencils
- Sharpener
- Eraser
- Ruler
- Highlighters (**NOT** to be used in answers)
- Maths set removed from the case (which includes set square, protractors, compass)
- Calculator (if permitted must follow the guidance in the table below) – Please ensure you remove your calculator lid and do not bring this into the exam room
- A bottle of **water** in a clear plastic bottle with the label removed. No other drinks will be permitted in the exam room

#### **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 formulae.

#### **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 formulae;
  - text.

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

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

### **C. What you should NOT bring into the exam room**

- Any electronic devices such as an iPod, a mobile phone, a MP3/4 player or similar device, smart watch or a watch (wrist watches are classed as unauthorised items)

**CANDIDATES ARE ADVISED TO LEAVE THEIR MOBILE PHONES AT HOME DURING THE EXAMS**

- Bags, folders etc.
- Any paper/notes/revision books
- Outside coats, hats, gloves etc.
- Correcting pens, fluids or tape
- Erasable pens or gel pens
- Calculator lids
- Tin cases
- Glasses case

These items must all be left on the stage in the hall, at candidates' risk (no bags are to be taken into the exam room). Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

### **D. Outside the Exam Room**

Candidates are expected to arrive on time and with the correct equipment for each exam. A member of SLT will call a row at a time to enter the exam room.

### **E. Entering the Exam Room**

As soon as you enter the Exam Room, you will be under Exam Regulations. This means that:

- You must not communicate in any way with other candidates;
- You must follow instructions given by members of the invigilation team;
- If you still have your mobile phone, smart watch, watch or any other electronic devices, then you must hand them in when you enter the exam room. You will get your devices back when the exam has finished. Ensure you know your seat number.

**If you are found wearing a wrist watch, smart watch or have a phone in your pocket once the exam is underway you will be reported to the Exam Board and may be disqualified from all exams you are entered for**

- Walk in single file to your seat with the equipment that you need for your exam, face the front, remain in silence and await instructions from the Invigilator.

### **F. In the Exam Room**

#### **Malpractice**

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*.

Examples of what constitutes malpractice include:

- 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
- not telling exam boards or the college about exam information being shared
- exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- introduction of unauthorised material into the examination room
- breaches of examination conditions
- offences relating to the content of candidates' work
- undermining the integrity of examinations/assessments
- use of social media for the exchange and circulation of real or fake assessment material

You need to know that the following are standard sanctions:

- warning;
- loss of marks;
- loss of all marks gained in a component;
- loss of all marks gained for a unit;
- disqualification from the unit;
- disqualification from all units in one or more qualifications taken in the series;
- disqualification from the whole qualification;
- disqualification from all qualifications taken in that series;
- barred from entering for examinations for a set period of time.

#### **Instructions in the Exam room:**

- Always listen to and follow the instructions of the Invigilator. The Invigilator will go through regulations and give any important information that is relevant for your exam
- Check that you have the right paper and answer booklet in front of you
- **When the Invigilator instructs you to**, complete all the details on the front of your answer booklet
- Candidates **must not open** the question paper until **TOLD BY THE INVIGILATOR** and the examination begins
- If you use any additional paper during the exam, make sure these details are on each sheet
- Wait for instructions from the Invigilator as to when you can open the booklet and start your exam
- Write your answers within the designated sections of the answer booklet
- All rough work must be done on the question paper or answer booklet but please ensure you put a single line through if it is rough work or if you have changed your answer
- Please ensure you read the instructions set out on the cover of your question paper. This will give you vital information as to which sections to be completed, materials you can use and if you are allowed any extra paper
- You will not be permitted to go for a toilet break if the exam is for less than an hour and in the first & last 15 minutes of exams over an hour. If you do go to the toilet you will not get any extra-time unless there are extenuating circumstances
- When the exam is finished, the Invigilator will tell you to stop writing. At this point, put your pens down and await instructions from the Invigilator. Please remember that you are still under exam conditions and must not communicate with any other candidate and continue to face the front
- If you have used any loose additional answer paper, please ensure that you have your name and candidate number on all extra sheets. You must then place them in the order you answered the questions and insert them inside the answer booklet
- You are not allowed to take any question papers, additional paper or rough work out of the exam room. The Invigilators will collect all of this
- Once all the papers are collected, you will be dismissed a row at a time and are still under exam conditions
- **YOU MUST NOT TALK TO ANYONE UNTIL YOU HAVE LEFT THE EXAM ROOM**



**REMEMBER:** If there is anything that you are unsure of, if you have a query to do with the question paper, if you need any additional paper or you are not well, please raise your hand to get the attention of an Invigilator.

***REMEMBER once you enter the exam room, you are not allowed to communicate with any other candidate. If you are found doing so it will be treated as malpractice (breaking exam regulations) and necessary action will need to be taken.***

### **Non-attendance/disadvantaged during an exam**

If you are unable to attend an exam because of severe illness, suffer bereavement or other trauma, or have been disturbed during an exam, then it is your responsibility to alert the College to that effect. Staff in the main office will then alert the Examinations Manager.

If you do not attend an exam, you will be asked to cover the cost of that exam unless you can provide a satisfactory reason for non-attendance together with evidence. The approximate cost of the exam is £40.00 plus a £2.50 administration fee.

If a claim for special consideration is to be made, appropriate evidence will need to be provided within three days of the exam date.

### **G. Emergency evacuation/Lockdown**

If the alarm sounds, listen carefully to your Invigilator and do not panic. Make sure you follow the steps below:

- Maintain complete **SILENCE** at all times, you will still be under exam conditions so must not communicate with any other candidates in any way
- In the event of an evacuation, you will have to leave the room in the order that you are sitting. Do not take anything with you. All papers, pens etc. must be left on your desk
- You will be led to the netball court and remain in rows and in your exam seating order
- When you return to the Exam Room, await further instructions from the Invigilator
- Instructions will be given to you in the event of a Lockdown

## **Results, Post Results Enquiries & Internal Appeals Procedures**

### **A. Results – Thursday 22<sup>nd</sup> August 2024**

Details on the release of results to candidates on Thursday 22<sup>nd</sup> August 2024 will be provided during the summer term. Candidates will receive a provisional statement of results slip which can only be given to candidates.

If you wish for someone else to receive your results on your behalf, then you must complete the relevant form and hand this to the Examinations Manager. Results will only be posted out if a stamped addressed envelope has been provided. Results will never be given out by telephone or by email.

### **B. Post Results Services**

If you have any concerns, please speak to a member of SLT, teacher or the Examinations Manager. Do not contact the Awarding Body directly with any queries.

#### **1. Review of Marking (RoMs)**

If you have concerns about your results after they have been published then speak to your subject teacher, Head of Department or the Examinations Manager. They will be able to explain to you what (if

anything) can be done regarding your query. All queries should be raised immediately as there are tight deadlines to be met if any action needs to be taken. The final decision on whether to process a RoMs lies with SLT.

Please note if a RoMs is processed, we will need your permission and require you to complete a form providing consent as marks can either go up or down or remain the same. There will also be a cost involved that you may have to pay.

## 2. **Access to Scripts (ATS)**

Teachers may wish to review your scripts to be able to advise on a review of marking. Additionally, teachers may want to use your script to support teaching and learning, however if requested, your name and candidate number can be removed from the script before it is used. For both these services, we require your permission and relevant forms need to be signed. These forms are only completed **after** you have received your provisional results on Results Day.

## C. **Internal Appeals Procedure**

You will be given your centre-assessed marks if you do the following subjects:

Subject	Specification Code	Awarding Body
Art & Design (Fine Art)	8202	AQA
Art & Design (Graphical Communication)	8203	AQA
Design & Technology	8552	AQA
Drama	1DR0	Edexcel Pearsons
Physical Education	8582	AQA
Food Preparation & Nutrition	8585	AQA
Drama	1DR0	Edexcel Pearsons
Media Studies	C680U10	WJEC Eduqas
Music	C660U30	WJEC Eduqas

If you believe that your work was not marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents you may make use of our Internal Appeals Procedure (available on the Examinations section of the website or come and see Mrs Shatford). This must be done before the deadline for submission of marks to the Awarding Body by the Examinations Officer.

## D. **Certificates**

Certificates will be available from the end November/beginning December of the year that you sit your exams. You can:

- Collect in person from reception
- Provide a stamped addressed envelope. The envelope must be A4 size and hard backed. The postage should cover recorded delivery. The College does not accept responsibility for loss during the postal process
- Ask someone else to collect on your behalf. You will have to give written permission to that person detailing your name and their name. They will need to bring suitable identification

Certificates will be kept on file for 3 years. After this point, they will be confidentially destroyed.

If you lose your certificate or have not collected within the year you will need to contact the Awarding Body for a replacement 'Certifying Statement of Results'. Please note that you will be charged for this.

# APPENDIX 1



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



©JCQ<sup>CIC</sup> 2023

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.  
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



## Appendix 2

This poster will be displayed outside every exam room



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



## Appendix 2

This poster will be displayed outside every exam room



AQA

City & Guilds

CCEA

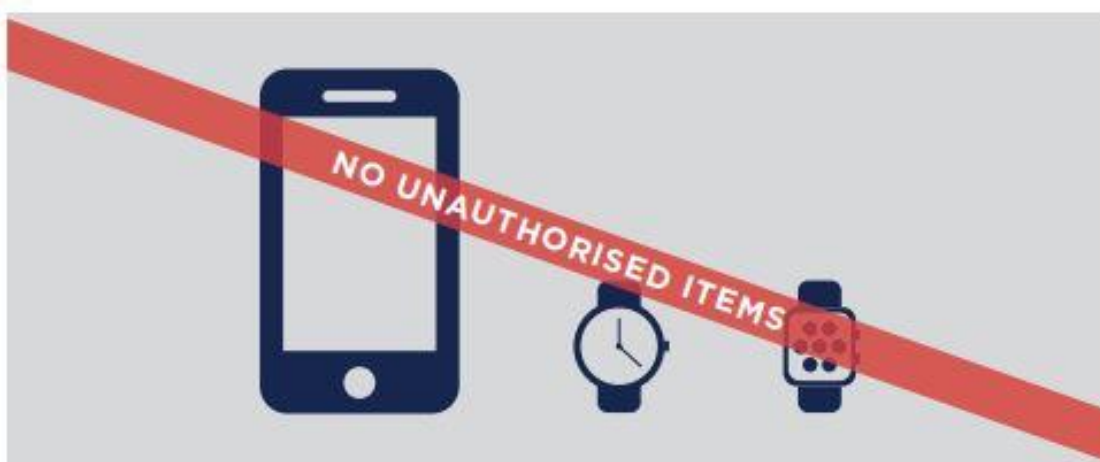
OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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.

This poster must be displayed in a prominent place outside each examination room.

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