

**Centre 51619**

**Candidate examination  
handbook**

**2021/22**

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## Introduction

The aim of this handbook is to brief you on the public examination and assessment process in place in The Holt School and make you aware of the required JCQ regulations and information for candidates.

## Contacts

Exam officer: Mrs H Cross [h.cross@holt.wokingham.sch.uk](mailto:h.cross@holt.wokingham.sch.uk)

School website: <https://www.holtschool.co.uk/parent-information/exam-information> where you can find:

- Dates and timetables
- Results days
- Information about post results services
- Exam boards and qualification codes
- JCQ information for candidates
- Information about certificates

## Exam regulations/ Malpractice

All candidates must read the following:

JCQ Information for candidates – Written examination ([See Appendix 1](#))

JCQ Information for candidates – Social media ([See Appendix 3](#))

JCQ Unauthorised Items poster ([See Appendix 4](#))

JCQ Warning to candidates poster ([See Appendix 5](#))

Breaking any of the JCQ regulations could lead to loss of marks or even disqualification from all exams and the school must investigate and report any breaches of regulations to the exam board.

Malpractice means any act or practice which is in breach of the JCQ regulations. This can include:

- Bringing unauthorised material into the exam room e.g., mobile phones, watches, revision notes
- Not following exam conditions in the exam room e.g., communicating in any way with another candidate
- Copying or allowing work to be copied e.g., posting written work on social networking sites prior to an exam or assessment
- Allowing others to help produce your work or helping others with theirs

## Personal data

The exam boards collect information about exam candidates. To understand what information is collected and how it is used, you must read:

Appendix 2: JCQ Information for candidates – Privacy notice ([See Appendix 2](#))

## Non-examination assessments, NEAs, and coursework

NEAs and coursework are assessments that take place outside of the written examination series. They include language speaking tests, practical and performance units.

If you are taking:	You must read:
GCSE subjects: art, dance, graphics, textiles, product design, drama, English speaking, French speaking, Spanish speaking, food and nutrition, music, physical education GCE subjects: art, product design, English literature, geography, history, physical education, French speaking, Spanish speaking	<a href="#">JCQ Information for candidates: Non-examination assessments</a>
CAMNAT child development, extended project	<a href="#">JCQ Information for candidates: Coursework</a>
BTEC and CTECH health and social care	Specific instructions from your teacher

Your teacher will tell you the dates and times of your assessments. You will be told if your work will be marked by your teacher or by the exam board. If your teacher has marked your work, you will be told your mark and you have the right to request a review of the centre assessed mark before it is submitted to the exam board for moderation. If you have concerns about the procedures used in assessing your work or with the mark given you should see Mr Adams, Assistant Head, immediately. Information about appeals and deadlines can be found in the Internal Appeals Procedure ([See Exams policy: Appendix 1](#)). An appeal must be submitted in writing within 7 calendar days of receiving your centre assessed marks.

## Timetabled written exams

When you receive your Statement of Entry in January, you must check carefully that your personal details and exam entries are correct. Your registered legal name must be used for examinations as this will appear on your certificates. You must correct any errors on the sheet and return to the exam office by the deadline.

When you receive your timetable, you should make a note of the dates and times of all your exams as well as the rooms and seat numbers. If you miss a public examination, you cannot take it at another time.

## Contingency day - Summer 2022

Summer 2022 public exams:

16<sup>th</sup> May to Contingency day (usually end of June, but not announced for 2022 yet)

All candidates must be available until the contingency day in case an exam board needs to reschedule an exam due to a national or local disturbance. You must not book a holiday or start a job before this date.

## Exam timetable clashes

You may have a clash where two papers or more are timetabled at the same time. There are three types of clash:

- A false clash, where the exam board schedules two papers in the same subject to be taken one after the other, e.g. MFL listening and reading papers
- A back-to-back clash, where there are two different subjects scheduled at the same time with a total time of up to three hours. The regulations state that these must be held in the same session. The exam officer will select the order of the exams and this will be shown on your

timetable. You may have a short break between the exams, but you must stay under exam conditions in the exam room and cannot revise.

- A session rearrangement, where there are two or more different subjects and the total time is more than 3 hours. One subject may be moved to the other session on the day or the three exams will be scheduled throughout the day at staged intervals. In this case the exam officer will contact you to explain what will happen and you will be supervised by an invigilator between exams to maintain the security of the exams.

### Where you will take your exams

The main exam rooms are the Hall and the Gym, although some students may take exams in classrooms and students with some access arrangements in Holt House.

### What time your exams will start and finish

At The Holt School:

**Morning exams start at 9.00am**

**Afternoon exams start at 1.00pm**

If you finish your exam early, you must stay in the exam room until the exam finishes. You cannot leave until the invigilator tells you. If your afternoon exam is shorter than 90 minutes you will have to stay in your seat until 2.30pm. During this time, you must remain quiet and not disturb other candidates.

### Supervision during your exams

At The Holt School exams are supervised by a team of invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra answer sheets and deal with any issues that occur during the examination e.g., illness of a candidate.

### Exam room conditions

- You must enter the examination room in silence.
- Do not write **anything** on your examination paper until instructed to do so.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper, and tier of entry
- Read all instructions carefully
- If a subject has a choice of questions, ensure you put the QUESTION NUMBER in the space indicated.
- Your registered legal name must be used on your examination papers.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so **stop** writing immediately.
- At the end of the examination all work must be handed in – remember to cross out any rough work. Make sure your name is on all additional answer sheets.
- Invigilators will collect your exam papers and other examination material before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

- Remain seated in silence until told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working. Please be aware that other rooms may be in use and be silent.

### Where you will sit in the exam room

Your timetable will show rooms and seat numbers. If you forget your seat number, you can ask the teacher who is registering you. The seating plan is subject to change so you will be informed as you enter if it has changed.

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

Make sure you all have your own equipment. In an emergency, it may be possible to borrow limited items from the invigilators. Your pencil case must be clear, and all contents must always be visible to the invigilator. You must bring the following with you:

- minimum of 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Eraser

For certain exams you will also need the following:

- Calculator (without the lid)
- Compasses
- Protractor
- Coloured pencil crayons

Pens should be black ballpoint. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

### Using calculators

Check with your teacher well in advance of the examination date that yours conforms to regulations. Calculators with a memory function should be cleared before entering the exam room.

<p><b>Calculators must be:</b></p> <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>	<p><b>Calculators must not:</b></p> <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>
<p><b>The candidate is responsible for the following:</b></p> <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>	

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

Only material listed on the question paper is allowed in the exam room. You must not have on you or near you any other material. **You must not have notes, mobile phones, watches, ipods, mp3/4 players or any similar devices.** If you find you have any unauthorised items, you must hand them to an invigilator before the exam starts. Failure to do so will be reported to the exam board and will be subject to penalty and possible disqualification.

### **Food and drink in exam rooms**

No food is allowed in the exam room.

Water bottles are permitted but **MUST** be clear and have a spill proof lid. There must be no writing or labelling on the bottle.

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

KS4: should wear school uniform

KS5: should follow the sixth form dress code – no hoods or outdoor coats

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

Only authorised items are allowed in the exam room, you should leave all bags, coats, phones, watches etc in your locker.

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

You should make every attempt to arrive in plenty of time to register before your exam. However, if you know you are going to be late, due to unavoidable circumstances, then you must contact reception, who will inform your head of year and the exam officer.

A candidate who arrives within 30 minutes after the start of the exam will be allowed to sit the exam and will be allowed the full time.

You should register at student support and then go to the exam room, where the invigilator will start your exam and inform the exam officer of your arrival.

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

If you are unwell on the day of an exam you must contact your head of year.

Candidates who have not notified school and are absent when the attendance register is completed will be contacted by student support as to their whereabouts.

School cannot give advice on whether a candidate is fit to take an examination, but it may be possible for temporary access arrangements to be put in place, such as separate invigilation, rest breaks. The head of year will discuss this with the exam officer and SENCo.

If a candidate is unable to attend the exam for an acceptable reason and school can verify this, then special consideration will be applied for.

JCQ Form 14 Self Certification form should be completed when school cannot verify a candidate's illness.

### **Special consideration**

If your performance in the exam is affected by adverse circumstances beyond your control e.g., temporary illness, accident/ injury, bereavement, or domestic crisis, then school may make an

application for special consideration. To support the application, you may be required to produce evidence e.g., medical note or prescription.

You must see your head of year either before the exam or immediately after so that a record can be made.

The exam officer will make the application and if it is approved by the exam board, they will only make a minor adjustment to the mark awarded as larger adjustments would jeopardize the standard of the examination.

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

If a candidate misses an exam and has no acceptable reason, then the head-teacher may decide to withdraw them from the qualification.

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

In the event of an emergency in the exam room e.g., fire bell, containment bell or illness of another candidate, you should remain in your seat and follow the invigilators instructions.

### **Candidates with access arrangements**

The SENCo will identify and inform candidates who are eligible for access arrangements. The type of arrangement may determine where you are seated in the exam room.

If you have extra time, you will have a yellow card on your desk and can continue to work until the time shown on the card.

If you have rest breaks you will have a blue card on your desk. If you need a break, you should raise your hand to alert an invigilator.

If you use a word processor you will be accompanied by the invigilator at the end of the exam, to the exam office to print off your work.

If you think you have not been given the correct access arrangement, you should inform an invigilator before the exam starts and they will check with the exam officer.

### **Results**

Students are invited to collect their results on the published results day from the main hall. Teaching staff and members of SLT will be available during this time to offer support and guidance to those students requiring it.

Summer 2022 results days:

GCE 18<sup>th</sup> August

GCSE 25<sup>th</sup> August

Results will also be emailed to all students on results day. Dates and times will be published on the school website.

### **Post-results services**

If your result is very different from what you were expecting, you can request to see your exam script or even have your exam marking reviewed.

A form will be included, with details of fees and deadlines, with your statement of results in your results envelope. It will also be available to download from Wisepay.

SLT will be available in school on results days to discuss results with candidates.



Students wishing to apply for a post results service must complete the form giving their consent and make the payment on Wisepay before the deadline. ***Remember results can go down as well as up.***

The exam officer will submit the application to the exam board and the outcome will be emailed to the candidate.

### **Certificates**

Certificates must be collected in person and signed for at Reception after 1<sup>st</sup> December or after the presentation evening (KS5).

It is very important to collect your certificates and look after them carefully, as you will need them in the future and replacements are very expensive and difficult to obtain. The Holt School is not obliged to retain certificates after a year and unclaimed certificates may be destroyed or returned to the exam board.

## Appendix 1: JCQ Information for candidates – Written examinations

**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, **or a watch.**

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.**
- 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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



### Information for Candidates

#### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

#### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

#### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).



## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## Information for candidates Using social media and examinations/assessments



**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.





### **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.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

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



# **NO MOBILE PHONES WATCHES MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, 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.



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.**