



Centre 51619

**Candidate Examination
Handbook**

2024/25

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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 S Griffin S.Griffin@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, AirPods, earphones/earbuds, **smart glasses and any other smart devices**.
- 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	JCQ Information for candidates: Non-examination assessments
CAMNAT child development, health and social care GCE AS extended project	JCQ Information for candidates: Coursework

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 2025

Contingency sessions: Afternoon of 11 June 2025. (All candidates must be available then in case of a national or local disruption to the examination series)

Contingency day 25th June. (All candidates must be available until this date in case of a national or local disruption to the examination series.)

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 in the Sports Hall, 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

- Once you enter the exam room you are under exam conditions and must remain silent
- **Do not** start to write anything until the invigilator tells you to fill in the details on the front of your question paper or answer book.
- **Do not** open your paper until you are instructed that the exam has begun.
- 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 must be cleared before entering the exam room. Calculators must be free of lids or cases.

What you must 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, an iPod, an MP3/4 player or similar device a watch, AirPods, earphones/earbuds, smart glasses and any other smart 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 transparent 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 a public exam

If you are unwell on the day of a public exam you must email examabsence@holt.wokingham.sch.uk as soon as possible and by 8.00am at the latest.

Please give your name and tutor group, a contact number and any other relevant information.

A member of the Senior leadership team or Head of year will call you back and advise you of the next steps.

Please note that it is not possible for school to reschedule public examinations that are missed for any reason.

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 an exam or assessment 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 must complete a special consideration form (available from the exam office) with the dates of the exams affected and details of the adverse conditions affecting your performance. You should attach any medical evidence such as a doctor's note, copy of a prescription or hospital appointment etc.

You must see also 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 board or 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 will be emailed results on results days. Dates and times will be published on the school website.

Summer 2025 results days:

GCE Thursday 14th August

GCSE Thursday 2^{1st} August

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 with details of fees and deadlines will 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 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. An email will be sent when these are available.

If you are unable to collect in person, you must email the Exam officer to give permission for someone to collect and sign on your behalf.

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 exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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 you have entered the exam room.
- 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. **Do not** open the question paper until you are told 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 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.



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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

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.

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 (eg 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 holds. 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 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.

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). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (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) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 3: JCQ Information for candidates – Social media



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



AQA

City & Guilds

CCEA

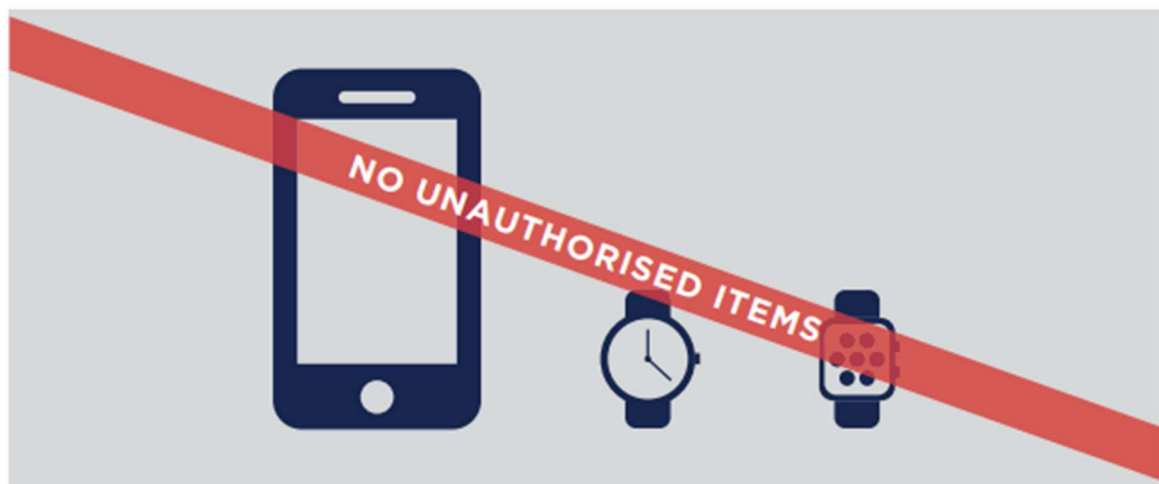
OCR

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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024