

Maiden Erlegh Trust

MAIDEN ERLEGH SCHOOL in READING



Candidate examination handbook 2022-2023

This handbook is reviewed and updated annually

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Review date	April 2023
Date of next review	December 2023

Contents

Introduction	3
Purpose of the candidate examination handbook	3
Contacts.....	3
Candidates must . . . Candidates must not	3
Malpractice.....	4
Personal data	4
Copyright.....	4
Candidate Details	5
Coursework assessments/non-examination assessments	5
Entries and Individual Candidate Timetable	5
Examinations Clash and Supervised Quarantine.....	6
Examination Rooms and Pre-examination assembly Points.....	6
Examinations Start Times	6
Supervision of examinations.....	7
Seating in the examination room	7
Identifying and registering candidates.....	7
Equipment needed.....	7
Using calculators	8
Unauthorised items.....	8
Food and drink in examination rooms	9
Dress Code	9
Storing bags & possessions	9
Candidates arriving late	9
Absence, Illness, Special Consideration	9
Emergencies during an Examination.....	10
Candidates with access arrangements	10
Results.....	11
Post-results services.....	11
Certificates	11
Examinations and complaints policies and procedures	12
JCQ Information for candidates - links	12

Introduction

Maiden Erlegh School in Reading is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of the candidate examination handbook

This handbook is for all candidates entered for public examinations at Maiden Erlegh School in Reading, and their parents.

It is the school's aim that every candidate is given the same, fair opportunity to complete examinations and assessments to the best of their ability.

There are strict rules and regulations for examinations most of which are set by the Joint Council for Qualifications (JCQ) on behalf of the awarding bodies (examinations boards). The school also has its own rules. This handbook sets out the main points and signposts JCQ information for candidates that should be read.

Candidates must comply with the rules and regulations at all times or risk being penalised by the awarding bodies whose penalties include loss of marks and disqualification. Ignorance of rules and regulations is not accepted as a defence for non-compliance.

A copy of this handbook, and links to JCQ's information for candidates are available on the school website:

<http://www.maidenerleghschoolreading.co.uk/page/?title=Information+for+candidates&pid=99>

It is each candidate's responsibility to read and understand the rules and regulations for examinations. Queries should be directed to the relevant head of year or examinations officer.

Information about exams is regularly posted on the google classroom for your year group, and all relevant policies/documentation is on our website.

Contacts

School Reception	0118 966 8065
Examinations Officer (EO)	Mrs J Gale
Head of Year 11	Ms D Headley
Head of Year 10	Mrs A Cotton
Deputy Head Teacher	Mrs S Gibbs

<https://www.maidenerleghschoolreading.co.uk/page/?title=Examinations&pid=88>

Candidates must . . . Candidates must not . . .

Candidates are under formal examination conditions, and subject to the rules and regulations, from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave and have left the area.

Candidates must:

- Arrive in the right place at the right time for each examination
- Bring to the examination desk only the permitted equipment for each examination
- Remove the label from their water bottle
- Check their calculator conforms with the rules and has lid/case removed
- Switch-off mobile phone and stow in bag/locker out of the examination room

- Have a see-through pencil case
- Hand in any unauthorised items not stowed away in bag/locker. If this is done prior to the examination starting then there will be no penalty.
- Write in black ink or biro, not gel pens. Diagrams may be drawn in pencil
- Write answers only in the provided answer booklet or additional answer sheets
- Place additional answer sheets inside the answer booklet, in order
- Cross once through anything that should not be marked
- Let an invigilator know if another candidate is causing a disturbance
- Stop writing/working and put down pens/equipment immediately the examination finishes
- Remain seated and silent after the examination has finished until dismissed by the invigilator and respecting candidates who may still be working

Candidates must not:

- Have access to during the examination – on the person or nearby – any unauthorised items
- Write anything on the question paper or open it until instructed to do so
- Use gel pens or highlighters on answers. Candidates may highlight parts of questions only
- Use correcting fluid, pens or tape
- Have or use ordinary paper for any purpose
- Leave the examination room unescorted during the examination
- Leave the examination room until dismissed even if all answers have been completed
- Communicate in any way with other candidates; **this includes looks and gestures**
- Disturb other candidates, eg. By tapping, clicking or whistling
- Copy from other candidates
- Write on or deface examination desks or chairs
- Remove any examinations materials from the examination room, whether used or unused, eg. Question paper, answer booklet, additional answer sheets, provided texts, data booklets etc

Malpractice

'Malpractice' means cheating or non-compliance with examinations regulations.

The school is obliged to notify the relevant awarding body of all alleged, suspected or actual incidents of malpractice in examinations or assessments.

The awarding bodies make all decisions regarding warnings, sanctions and penalties.

Penalties range from a written warning for a minor non-compliance, e.g. continuing to write for a short time after the end of the examination, to loss of all marks in a component, e.g. for possession of a switched-off phone, to disqualification from all examinations for up to five years, e.g. for use of a mobile phone or use of notes.

In the event of a candidate being disruptive, the invigilators will warn the candidate that they may be removed from the examination room.

The candidate will also be informed that the awarding body will be informed and may decide to penalise them, which could include disqualification.

Personal data

*To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** which can be found here on the website under Students/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

Candidate Details

Candidate Name

Candidates are entered for examinations using their legal names and this is what must be used on all examination documents.

Candidate Number and Centre Number

Each candidate is issued with a four-digit examinations candidate number. It appears on the candidates individual timetable. For Maiden Erlegh School in Reading students, it is the same number as the student's school network log in number. For certain examinations, eg. BTEC, a different number may be issued to the candidate on the examination day.

The school's Centre Number is **51210**.

These two numbers are required on all examination or assessment papers, and will appear on the desk card on examination desks if a reminder is required.

Coursework assessments/non-examination assessments

Please read the Internal Appeals Procedure found here on the website under Students/Examinations/Examinations Policies and Procedures. It would also be good to have a look at the JCQ website (www.jcq.org.uk), specifically the Information for Candidates Documents page.

Entries and Individual Candidate Timetable

Entries

Every student who is a class member of a subject taught in this school will be entered for the most appropriate level of examination as determined by the relevant head of department. Entry fees will be paid by the school.

Candidates who do not attend examinations for which they have been entered, without an acceptable reason, may be charged the entry fee.

Students who wish to sit examinations in subjects not taught here, for example a foreign language, may be allowed to do so, and should speak to their head of year. All such entries are subject to the agreement of the Examinations Officer and Head of Centre, and entry fees and an administration fee must be paid by candidates before entry deadline day.

We do not accept external candidates.

Individual Candidate Timetables

Generic timetables are on the awarding body websites.

Each candidate will be issued with an individual candidate timetable showing the date, start time, duration, examination room and seat assignment for each externally timetabled examination for which the candidate has been entered.

The timetable will be issued to candidates either in paper format, or via email to the candidate's school email address. It is the responsibility of the candidate to be at each examination on time and with the correct equipment for the examination.

It would be a good idea to get your timetable open on your phone and take a screenshot of it in order to be able to make continual reference to it.

It should be noted that there are two Contingency afternoons (Thurs 8th June/Thurs 15th June) and one Contingency Day (Wed 28th June). As well as being available for all their timetabled exams, students must also be available up to and including all 3 contingency dates.

Examinations Clash and Supervised Quarantine

Clash examinations totalling three hours or fewer

When two or more examinations are scheduled for the same examinations session and the total duration, including any extra time allocated, is **three hours or fewer**, the examinations will be **conducted one after the other in the same examinations session**. The candidate will remain under examination conditions at their examination desk in between each examination.

Clash totalling more than three hours

When two or more examinations are scheduled for the same examinations session and the total examination duration, including any extra time allocated, is **more than three hours**, arrangements will be made for the candidate to take one (or more) of these examinations at an earlier or later session, usually on the same day.

A supervised, quarantined break between sessions will be arranged.

Candidates will be notified in advance with clash arrangements; the amended individual start time(s) will be shown on the individual candidate timetable.

Candidates should direct queries to the Examinations Officer.

Quarantined candidates must:

- be escorted to/from their quarantine room and kept under supervision at all times
- **not** communicate or attempt to communicate with non-quarantine students, teaching staff or candidates being quarantined separately
- **not have access to any unauthorised devices during quarantine and must hand-in to Examinations Officer or quarantine supervisor, any unauthorised devices**. Failure to do so will be malpractice and reported to the awarding body.

Quarantined candidates may:

- talk quietly to the supervisor and other candidates being quarantined in the same room
- revise from their own printed resources
- bring lunch or refreshments – **candidates will not be able to use the canteen during quarantine**

NB candidates who have free school meals may request in advance (to their head of year) a sandwich lunch to be brought to the quarantine room

Examination Rooms and Pre-examination assembly Points

Most examinations will take place in the sports hall, main hall or A1/A2. Examinations may also be conducted in other rooms.

Candidates should assemble on the concrete area at the back of the school and line up in row order as directed by a member of staff.

Examinations Start Times

It is each candidate's responsibility to be familiar with their individual candidate timetable and to arrive at the correct date/time and location for each examination.

Candidates should not assume their examinations are scheduled at the same time or in the same room as other candidates.

Unless otherwise stated on the individual candidate timetable or in clash instructions, written examinations at Maiden Erlegh School in Reading are usually scheduled to start at:

- **09:00 morning examinations session**
- **13:30 afternoon examinations session**

All candidates must assemble at least **15 minutes** prior to the scheduled start time of their examination at the assembly point.

Supervision of examinations

Public examinations are conducted and supervised by the school's invigilators.

Candidates are expected to be respectful and courteous to invigilators as they are to other members of school staff.

Failure to follow instructions given by invigilators is malpractice.

Seating in the examination room

Seating Plans

In each examination candidates must sit in the specific room and seat, eg. Sports Hall, D6, assigned on their candidate timetable unless the invigilator or Examinations Officer instructs otherwise.

Candidate lists showing room and seat number are displayed daily in the atrium

The large examination rooms have column letters and row numbers displayed on the walls to help locate seats. Desk labels on each desk will have individual candidate details on them.

Invigilators will direct candidates to seats in smaller rooms

Candidates should ask an invigilator for help if they can't find their seat in the room.

It is malpractice to sit in the wrong seat – candidates could be penalised by the awarding body or marked absent with consequences for their results.

Identifying and registering candidates

Registers will be taken by either the head of year or a member of SLT outside when candidates are lining up for examinations in row order.

The official attendance register for the examination will be taken once everyone is seated in the examination room.

Equipment needed

Candidates are responsible for providing and bringing the right equipment to each examination.

The exceptions are permitted texts, equipment for specific access arrangements, eg. Laptop, or equipment for practical examinations, which are provided to candidates in the examination room by the school.

Candidates may not borrow equipment from other candidates once in the examination room.

Candidates should bring to each examination: **Extra equipment allowed in some examinations:**

- | | |
|---|------------------------------------|
| ▪ Pencil case or plastic bag – must be see-through so that contents are fully visible | ▪ Compass |
| ▪ At least 2 black biro's | ▪ Protractor |
| ▪ 2 HB pencils | ▪ Calculator – without lid or case |
| ▪ Ruler marked with millimetres | ▪ Coloured pencils or crayons |

- Pencil sharpener which catches the shavings, but which is see-through
- Eraser

In the examination room during the examination candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject, eg. No glue sticks, post-its, scissors etc, as well as the more obvious no mobile phones, watches etc

Using calculators

Calculators (without a lid or case) are allowed in most examinations but there are some exams in which they are not permitted. Subject teachers should tell candidates what is allowed in each examination.

Where the use of a calculator is permitted or required, the candidate is responsible for making sure that the calculator meets the regulations, and that they know how to use it.

Candidates may not use mobile phones or other devices as calculators.

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.

[Taken from **JCQ Instructions for conducting examinations 2022-2023**, Section 10.3]

*Invigilators will supply a **replacement** calculator (**subject to availability**) if a candidates breaks **during** an examination.*

Unauthorised items

In the examination room during the examination candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

In particular, potential technological/web enabled sources of information such as:

- iPods;
- Mobile Phones;

- MP3/4 players or similar device;
- Fitbits, pagers and
- Any type of watch;

Are not permitted and possession of these during an examination – on the person or nearby – is malpractice.

Any of these items, if brought into school, must be stowed away in your locker or bag.

Food and drink in examination rooms

Food – candidates may not bring food, sweets, cough lozenges, medications etc of any sort to examinations unless this has been agreed to in advance with the SENCo for a medical reason and the Examinations Officer has been informed of this by the SENCo. All such approved items must be in a see-through bag and free of packaging.

Chewing gum is not allowed in school at any time.

Drink – candidates may bring **still water only, in an un-tinted, clear plastic bottle without a label.** Candidates must remove all labels before entering the examination room.

Tissues – these are allowed if all packaging is removed and the tissues placed in full view on the desk.

Dress Code

Candidates must wear full school uniform to all examinations.

Coats or other outside clothing should not be brought into the examination rooms.

Storing bags & possessions

Bags and coats etc should be stored in your locker. They should not be brought into the examination rooms.

Candidates arriving late

Candidates arriving late or after candidates have been led into the main examination rooms must:

- On arrival report to the Examinations Officer – do not go straight to the examination room
- If possible, alert the Examinations Officer before arrival that you are going to be late

Absence, Illness, Special Consideration

Absence

Candidates must attend all examinations shown on their individual candidate timetable. Misreading a timetable is not an acceptable reason for absence. The school reserves the right to charge the candidate the equivalent of the entry fee for examinations missed without acceptable reason.

Candidates who will be absent from an examination should:

- Telephone the school as soon as possible before the examination
- Request that the Examinations Officer is made aware

Illness of other difficulties at the time of an examination

Candidates who become unwell or who have other difficulties must:

- On the day of or during an examination – *alert an invigilator or Examinations Officer immediately*
- If before an examination day – *alert Head of Year or the Examinations Officer*

IF YOU DO NOT INFORM US IN ADVANCE OF THE START OF AN EXAM THAT YOU ARE ILL AND WILL NOT BE AT THE EXAM WE WILL NOT BE ABLE TO APPLY FOR ANY SPECIAL CONSIDERATION FOR YOU.

Special Consideration

This is a post-marking adjustment made by the awarding body to compensate for unavoidable, temporary circumstances beyond a candidate's control, for example temporary illness or injury or a bereavement, which have led to absence or which have materially affected the candidate at the time of an examination.

A minor disturbance in the examination room, for example, is not an acceptable reason to request Special Consideration.

Candidates must submit their request for Special Consideration using the school's form. There are evidence requirements and deadlines to be met and in all cases of illness the school requires a letter from an appropriate medical professional to be submitted with the request form.

The Special Consideration procedure and request form are available on our website.

Emergencies during an Examination

Fire Alarm

If the fire alarm sounds during an examination the invigilator will instruct candidates to stop writing/working and await further instructions. Examination time will be suspended but examination conditions must be maintained.

Should it be necessary to evacuate the examination room, candidates must:

- Leave all examination materials and all belongings
- Leave the examination room as directed by the invigilator
- **Remain silent** and not communicate in any way with other candidates or students
- Not go to the normal assembly point, but instead remain as an examination room group and go to the staff car park or other examinations assembly (muster) point specified by the invigilator
- Line up at the muster point in **EXAM ROOM ROW & SEAT ORDER** (not tutor group), as evacuated from the examination rooms.
- If the examination can be re-started, the full remaining examination duration will be given.

In the event of an emergency evacuation, special consideration will automatically be assessed and sought without the need for candidates to submit individual requests to the school.

Lock Down

While the school is in a state of lockdown, this will not be announced to the examination room by invigilators while examinations are still in progress, but candidates will not be allowed to leave the examination room and will not be dismissed at the end of an examination.

Candidates must remain seated and under examination conditions.

Candidates with access arrangements/reasonable adjustments

Candidates granted examinations access arrangements to account for long-term difficulties which would otherwise put them at a disadvantage during an examination, will have been sent a letter by the SENCo explaining them.

Invigilators will apply access arrangements if instructed by the Examinations Officer who in turn will have been instructed by the SENCo.

Further information about access arrangements is available on our website.

Results

Provisional statements of results, which are subject to change, are issued to candidates of summer examinations in August and will be available for collection as follows:

GCSE and level 1/level 2 qualifications – Thursday 24 August 2023

Collection times will be published on our website nearer the time.

Candidates should collect their results in person from the school in the morning. If a candidate wishes to nominate someone to collect them on their behalf then they must request this in writing to the Examinations Officer before the end of term. The nominee must bring ID with them to prove their identity.

Results will not be issued by telephone.

Results will be emailed out to the candidate's school email address after midday on results day.

Post-results services

Subject teachers and examinations officers will be available in school on the morning of results day to help candidates with queries about results.

If, for any reason, a candidate thinks their results are incorrect, this should be discussed with subject teachers as soon as possible and before deciding to formally request any reviews of results.

Reviews of results services incur fees payable by candidates.

The services available, their deadlines and prices, are listed in the Post Results Service Request Form available on our website or from the Examinations Officer on results day.

All services, including that by which the school requests candidates' scripts for its own use in teaching and learning, require the candidate's written consent after the publication of results.

The opportunity to request a review of internally marked non-examination assessment (NEA) marks will be given to candidates before submission of marks to the awarding body and no further individual review is available post-results.

Certificates

Issue of Certificates

The certificate is the final record of a candidate's achievement(s) and includes any changes made due to reviews of results.

Certificates are issued in the candidate's legal name.

Certificates will be presented to candidates at the Presentation Evening in the Autumn term 2023, information regarding this will be given to candidates prior to the exams.

Candidates not attending this event will be able to collect their certificate after the event by visiting reception and signing for them. ID must be seen to prove identity.

Candidates may nominate someone else to collect certificates, but they must do so in writing and the nominee must show ID when collecting the certificates.

Unclaimed certificates will be kept by the school for twelve months from the date of issue after which they will be securely destroyed.

Awarding bodies may be able to issue a certifying statement of results to a candidate to replace an unclaimed or lost certificate but they will charge a fee and in some cases it may not be possible.

Retention of Certificates

Certificates will be retained under secure conditions for twelve months from the date of issue.

After twelve months, any certificates not collected will be securely destroyed, a record of this will then be kept for four years.

Examinations and complaints policies and procedures

The school's examinations policies and procedures may be found on the schools website:

Special Considerations Policy

Management of GCSE non-examination assessments policy

Internal Appeals Procedure

Post Results Services & Appeals Policy

Candidate Handbook (this document)

www.maidenerleghschoolreading.co.uk/students/examinations/examinationspoliciesandprocedures

The school's complaints and equality policies, among others, may be found on our website:

www.maidenerleghschoolreading.co.uk/aboutus/keypolicies

JCQ Information for candidates - links

Candidates should read the following Joint Council for Qualifications (JCQ) documents for examinations candidates:

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

Information for candidates – coursework 2022-2023

Information for candidates – non-examination assessments 2022-2023

Information for candidates – on-screen tests 2022-2023

Information for candidates – Privacy Notice 2022-2023

Information for candidates – social media

Information for candidates – written exams 2022-2023

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

Unauthorised items Poster

Warning to Candidates Poster

These documents are also available on the school's website.