



Bishop Challoner
Catholic Secondary School

Summer Examinations (GCSE/CNAT)

2023/2024

Information for Students

INTRODUCTION

It is the aim of Bishop Challoner School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Bishop Challoner School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is included in this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mrs A Higgins** email ahiggins@bcs.hants.sch.uk or ask at the office to see her in Person.

Or

Assistant Headteacher: **Miss MacDonald** email elspeth.macdonald@bcs.hants.sch.uk

The school telephone number is: **01256 462661**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC (Eduqas).

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + middle initial(s) + (Legal) Surname, e.g. Adam J Smith.

CANDIDATE NUMBER:

- Every candidate has a four-digit candidate number which you will need when completing the details on the front of your examination papers. Your candidate number is included on your personal exam timetable. It will also be included on the candidate card on your exam desk, along with the Centre number 58417.

UCI:

- In addition to a candidate number, every candidate must have a Unique Candidate Identifier (twelve numbers followed by one letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (58417) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- A copy of the school's GCSE/CNAT exam calendar is included at the back of this booklet. Your personal exam timetable (which will be confirmed shortly) will show your own specific timetabled examinations with details of date, time, and duration of each exam. Check it carefully. If you think that something is wrong see Mrs Higgins in the Exams Office as soon as possible.

EXAM CONTINGENCY DAYS

- The Summer 2024 exam series will include a "contingency" exam day, which will be on Wednesday 26 June 2024. This has been designated by the Joint Council for Qualifications and the examination boards to be used in the event of "national or significant local disruption to examinations" during the June 2024 exam series. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 26 June 2024 inclusive.
- There are also two contingency afternoons which Students will be expected to be available for, these are on Thursday 6 June 2024 and Thursday 13 June 2024.
- Non-attendance in any exam rescheduled for the Contingency day and two afternoons, will result in a mark of zero for that paper. This has been specified by JCQ and the Exam Boards and is outside the control of the school.

CONTACT NUMBERS

- Please use the SIMS Parent App to check that the school has at least one up-to-date contact number for your parents.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.




On your exam day

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

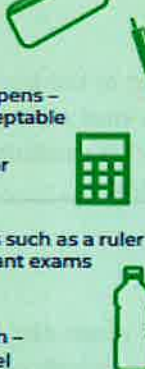
Before sitting your exams, ensure you know:

- the date, time and location 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.
- 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 too.
- 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.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. 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 2023

10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet.
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

DURING THE EXAMINATIONS

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and they must arrive at school on time for registration, in full school uniform and with the correct equipment. Morning exams start promptly at 9.30am, afternoon exams commence at 1.00pm. Candidates must wait quietly outside the exam room until invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but your work may not be marked. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** must be worn by all candidates.

EXAMINATION REGULATIONS

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is printed at the end of this booklet, along with specific information regarding the use of social media. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The school **must and will** report any breach of regulations to the Awarding Body.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs). If you break these rules you will be disqualified from the examination.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens should be black ink or ballpoint. No ink erasers or correction pens are allowed. For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- **MOBILE TELEPHONES AND WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**
- Please make sure that any watch alarms are turned off and placed in your bag. **THEY MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**
- No food or drink (except a small bottle of water with the label removed) is allowed in the examination rooms.
- Do not attempt to communicate with or distract other candidates at any point during the Exam. Exam conditions commence as soon as you walk into the Exam Room.

THE EXAMINATION

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments or corrections 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 and number your answers clearly.
- Ensure you complete the details on the front page of your exam booklet fully and correctly. You **must** use your legal name, as it is written on your candidate card, which will be on your desk. Don't forget to add your signature.
- Do not remove your candidate card from your desk. Do not write on your candidate card.
- Ensure you write your answers inside the areas shown on the exam paper. If you cannot fit your answer in this space, put up your hand and ask for extra paper.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- 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 to check that you have completed your personal details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers 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 return any borrowed equipment to an Invigilator.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. **They are members of Staff.** Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- A senior member of staff will normally be present at the start of an examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- **Please note that invigilators cannot discuss the examination paper with you or read or explain the questions.**
- Students who are disruptive or behave in an unacceptable manner will be warned by invigilators, failure to follow instruction will mean the Candidate will be removed from the examination room by an invigilator or a member of the Senior Leadership Team. Their conduct will be reported to the Examinations Officer who has no option but to report to the exam board. The exam board may decide to penalise them, which could include disqualification.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must have been completed.
- Parents and candidates are reminded that **the school will require payment of entry fees** (usually approximately £41.00 per unit) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

BOOK RETURN DAY

All text books, school equipment, library books issued to you must be returned to school by Friday 14 June 2024. You will be provided with the arrangements for returning these items.

NOTIFICATION OF RESULTS

**Thursday 22 August 2024
from 10.00 a.m. to 12.00 noon**

- Results will be available for collection on:
- Results will not be given to anyone other than the candidate, unless prior authorisation received in writing from the candidate.
- Candidates who do not collect their results on Thursday 22 August will receive notification through the Royal Mail post. Letters will be posted on Thursday 22 August and not before.
- **No results will be given out by telephone under any circumstances.**

POST RESULTS

- If you need post-results advice, Bishop Challoner teaching staff will be available on Results Day. They can give you advice on whether it is advisable to request a remark. Further details on this can be found in the FAQs in this booklet.
- Bishop Challoner School does **not** enter former students for re-sits in November or at any other examination session. If you need to re-sit an examination you should speak to the staff at the further education college you will attend.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November/December when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate (unless authorised in writing by the candidate) and they will not be sent through the post.
- Bishop Challoner School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or by the end of January 2025, following Presentation Evening.
- Certificates are the verified method for proving candidates results and may be required by Further Education Establishments and future Employers. Therefore it is important that the Candidate collects them and keeps them safe.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. **If you think something is wrong put your hand up and tell the invigilator immediately.**

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are on the candidate card on your desk.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **58417**. It will be displayed clearly in the examination rooms and on the candidate card on your desk.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or a domestic crisis. The Examinations Officer must be informed immediately so that the necessary paperwork can be sent to the board (within 7 days of the last exam session) and the candidate will be required to provide evidence to support the application.

Q. What do I do if I feel ill during the exam?

- Put up your hand and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam. If you feel this may have affected your performance, speak to the Examinations Officer.

Q. If I'm late can I still sit the examination?

- Provided you are **not more than 1 hour late** after the **published starting time of papers** which is 9.00 a.m. for morning exams and 1.30 p.m. for afternoon exams, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink **only**).
- For Science you need 2 x **HB** pencils.
- For Mathematics pencils **must** be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor/angle measurer, coloured pencil crayons (**not** gel pens),
- **You are responsible for providing your own equipment for examinations.** You must **not** attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators. They will be stored in a locked container outside the Sports Hall. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (except for a small bottle of water, with the labels removed) is allowed in the exam room.
- Mobile telephones and watches must **not** be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, watch, MP3 player, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time. If the phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- **All** mobile phones should be switched off, placed in your Yondr pouch, and stored in your bag. Watches must be stored in your bag or handed in to one of the invigilators **before** you enter the examination room. They will be put in a plastic tub, which will be stored in the locked container. You are responsible for collecting yours at the end of the exam.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also printed on the question paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- The short answer is '**No**'. It is a requirement of the Exam Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). **It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.** A candidate may **not** leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes off?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room **in silence**. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- **If it is absolutely necessary.** Put up your hand. You will be escorted by an invigilator and you will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations may obtain lunch in The Refectory in the usual way or bring a packed lunch. The Refectory will be open early for year 11s on days when there is an afternoon exam.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together in a different room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by **Wednesday 11 September 2024** at the latest. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. A review of marking can be expensive - the cost in September 2023 was between £40 and £57 per unit/paper (depending upon the board) – and, statistically, the chance of an upgrade after a review of marking is 10% or less.

Q. What information will the Awarding Bodies hold about me?

- Please refer to "Information for Candidates - Information About You and How We Use It" at the end of this booklet.

School's GCSE timetable 2024

21 February by Drama Department	Drama: Presenting & Performing Text
26 February to 1 March. Schedule to be issued by Food Department.	Food Practical
Speaking exam window 16 April - 3 May Schedule to be issued by MFL Department	French Speaking Test
Speaking exam window 16 April - 3 May Schedule to be issued by MFL Department	Spanish Speaking Test
Exam Board specified speaking exam window 2 April - 17 May	German Speaking Test
Exam Board specified speaking exam window 2 April - 17 May Dates to be confirmed by EO	Italian Speaking Test
Exam Board specified speaking exam window 2 April - 17 May	Polish Speaking Test
Exam Board specified speaking exam window 2 April - 17 May	Portuguese Speaking Test
Exam Board specified speaking exam window 15 April - 17 May Dates to be confirmed by EO	Russian Speaking Test
Exam Board specified speaking exam window 15 April - 17 May Dates to be confirmed by EO	Turkish Speaking Test
25 to 26 April	Art Exam

2024

May

Examination Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	29	30	01	02	03	04	05
	06	07	08	09	10	11	12
AM				RE Paper 1 Cath Christ CNAT Engineering (starts after RE exam, 20 min supervised break between exams)	Biology & Combined Sci Biology Paper 1		
PM				Drama Performance & Response Written Italian Listening & Reading	German Listening & Reading		
	13	14	15	16	17	18	19
AM	English Lit Paper 1: Shakespeare and 19th- century Novel	French Listening and Reading	History Paper 1: America 1920-1973: Opportunity & Inequality Conflict and Tension - the Inter-war years	Maths Paper 1 (non - calculator)	Chemistry & Combined Science Chemistry Paper 1		
PM	Turkish Listening & Reading			RE Paper 2 (Themes and Judaism)	Geography Paper 1		
	20	21	22	23	24	25	26
AM	Eng Lit Paper 2: Modern texts and poetry	German Writing	Physics & Combined Sci Physics Paper 1	English Language Paper 1: Explorations in Creative Reading and Writing	French Writing		
PM	CNAT Sport Italian Writing Turkish Writing		PE Paper 1 CNAT IT (starts after PE exam, 20 min supervised break between exams)				
	27	28	29	30	31	01	02
	Half Term						
Notes:							
A separate timetable will be produced for MFL and Home Language Speaking Exams.							

	2024	June							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
	03	04	05	06	07	08	09		
AM	Maths Paper 2 (calculator)	Spanish Listening and Spanish Reading	Geography Paper 2	English Language Paper 2: Writers' Viewpoints and Perspectives					
PM	PE Paper 2 Russian Listening/Reading	History Paper 2: Britain: Health & the People: c1000 to the present day Norman England, c1066-c1100	CNAT H&SC	**JCQ DEFINED CONTINGENCY AFTERNOON	Biology & Combined Sci Trilogy Biology Paper 2				
	10	11	12	13	14	15	16		
AM	Maths Paper 3 (calculator)	Chemistry & Combined Sci Trilogy Chemistry Paper 2			Geography Paper 3				
PM	Spanish Writing		Portuguese Listening & Reading Polish Listening & Reading	**JCQ DEFINED CONTINGENCY AFTERNOON	Physics & Combined Sci Trilogy Physics Paper 2				
	17	18	19	20	21	22	23		
AM	Russian Writing	Design and Technology	Food Prep & Nutrition						
PM	Music : Comp 3 Appraising	Polish Writing Portuguese Writing							
	24	25	26	27	28	29	30		
			**JCQ DEFINED CONTINGENCY DAY						

Notes:

**Contingency day for GCSE examinations will be used to reschedule examinations if widespread, sustained, national or local disruption arises during the June 2024 exam series. Students are expected to ensure they will be available until this date in the event that it is necessary to reschedule any exams. Non-attendance in any exam rescheduled for this day will result in a mark of zero for that paper. This has been specified by JCQ and the Exam Boards and is outside the control of the school.

There are also two contingency afternoons which Students will be expected to be available for.

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
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/home/privacy-policy/

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: <https://www.jcq.org.uk/contact-our-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: <https://www.jcq.org.uk/contact-our-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 assessments 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.

