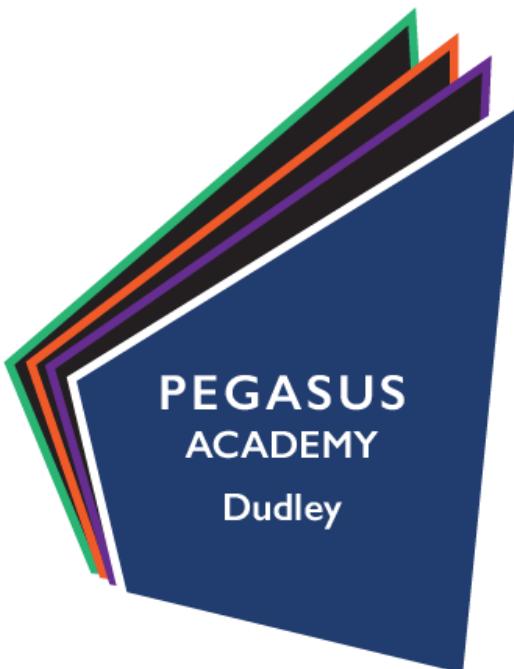


CANDIDATE EXAM HANDBOOK

2022/23



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Introduction

Pegasus Academy 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 this handbook

Exams can cause stress and, although that is completely normal, this booklet has been written to help you understand what you need to do and minimise issues in your mock exams and GCSE exams this year. For the purposes of exams, learners are called 'candidates'.

This booklet should answer most of your questions. It contains advice about where to go, at what time, what to take with you, what to do if you are ill, and much more. You should pay close attention to the notices and regulations in this booklet including those regarding social media, copyright and malpractice. If there is anything you don't understand you should ask your Teacher, Form Tutor or the Exams Officer.

Keep this book in a safe place so that you can refer to it during the exams if a situation arises and you are not sure what you need to do. Please read it carefully and share it with your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. Regulatory guidance in this document has been taken from the JCQ publication **Instructions for conducting examinations**. A copy of this booklet and all the appendices will also be available on the academy website.

The Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and Pegasus Academy is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' sheets which are included in this handbook.

Malpractice

What is malpractice and maladministration?

Malpractice, including maladministration, means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken. This can involve centre staff as well as students.

Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. The vast majority of allegations that JCQ awarding bodies deal with involve unintentional breaches of the regulations, usually caused by a lack of knowledge of the requirements contained in the JCQ *Instructions for Conducting Examinations (ICE)*. However, even when malpractice is unintentional, the consequences can be significant.

JCQ 2022, [Understanding and avoiding malpractice](#)

As an accredited exam centre for the Joint Council for Qualifications (JCQ) exam boards we must ensure that all candidates sitting exams do so under the JCQ regulations. Any incidents of suspected malpractice must be reported to the exam board. Malpractice is improper or negligent behaviour and includes having a mobile phone or watch on you, copying or cheating. To make sure you do not commit an offence of malpractice please read the **Information for candidates** linked in the appendices at the back of this book. If you are still unsure what is allowed or not allowed in an exam then speak to the Exams Officer or ask the invigilator. You can hand anything in to the invigilator before the exam starts.

If a candidate is suspected of malpractice the exam board will be informed and may decide to disqualify the candidate. Any unauthorised material will be removed and kept by the invigilator. Following the exam a full report will be sent to the exam board and the candidate will have the opportunity to explain the reasons for the suspected malpractice.

The exam board will consider the details of this report and will apply sanctions that they feel are appropriate which can be a warning letter, disqualification from component/qualification or, in the most severe cases, candidate debarral – the candidate is banned from entering for one or more exam for a set period of time.

We have included posters and notices covering exam rules to ensure candidates are aware of what malpractice is and the possible consequences. The strict regulations are there to maintain the integrity of qualifications.

JCQ provides information regarding what constitutes malpractice, for example:

- Introduction of unauthorised material into the examination room (such as bringing in notes)
- Breaches of examination conditions, (such as talking in the exam room, disturbing others, mobile phones in the exam room, making noises, wearing a watch, turning around in your seat)
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work (such as writing offensive words on the exam paper)
- Undermining the integrity of examinations/assessments
- Collusion and copying others work or failing to acknowledge your sources
- Sharing exam information on social media (see separate notice) such as Facebook, Twitter, Instagram, email

The list above is not exhaustive. Full regulations for procedures for malpractice can be found at:
<http://www.jcq.org.uk/exams-office/malpractice>

Personal data

To enter you for exams Pegasus Academy shares personal data with the exam boards. This includes your full legal name, date of birth, gender, candidate number and unique learner number. Other information may be shared regarding any access arrangements you may need, personal details surrounding the application of special consideration, or if you are absent for an exam component.

To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** (link included in the appendices).

Copyright

The copyright of any form of 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

Coursework assessments/non-examination assessments

Some subjects require Non-Examination Assessment (NEA) components or portfolios. Your teacher will advise which subjects this applies to. These may be marked by your subject teachers but will be moderated by the exam board to ensure our marking is fair and consistent. The exam board will request a sample of our marking and may alter the marks if they feel it is not consistent with the marking from other schools. Instructions for candidates regarding NEA and coursework can be found on the JCQ website (linked in the appendices). Your teacher will advise which subjects this applies to and will inform you when the assessments will take place and of any deadlines that have to be met

It is your responsibility to understand the regulations around coursework, NEA and portfolios. Ask your subject teachers if you are in any doubt as to what you can do or how to use information you want to include.

Written timetabled exams

A few weeks before your exams, you will be issued with a Candidate Statement of Entry which will show your own personal examinations. This will detail the exams you have been entered for, the date and time of the exam. You need to check this carefully to ensure your personal details are correct, you have been entered for all the subjects you are expecting to sit, and have not been entered for an exam in a subject that you were not aware of. Check each examination date carefully so that you know if the examination is in the morning or the afternoon. If you think something is wrong **you should inform the Exams Officer immediately.**

Contingency days - Summer 2023

The JCQ has a designated exam contingency day every year – this is usually at the end of June. The contingency day is used in the event the exam boards have to reschedule exams due to local or national disruption. **All candidates must be available to sit examinations up to and including this date should an awarding body need to invoke its contingency plan regardless of when your timetabled examinations are.** The date will be announced during the school year when the exam boards release the final exam timetables for Summer 2023. This is normal and has nothing to do with Coronavirus or Covid-19.

Where you will take your exams

Exams will take place in the main hall. Some smaller or more specialised exams, such as listening exams, may take place in a smaller room. Candidates who have been granted certain access arrangements will be seated in a smaller room.

Candidates should meet in the canteen at least 15 minutes before the start of their exam where a member of SLT will register candidates, and send them to their exam room in order.

What time your exams will start and finish

Your exam will normally start at **9.00am for a morning session and 1.00pm for the afternoon session.** Please make sure you arrive at least 15 minutes before the start of the exam.

Please make sure you go to the toilet before the exam as you will only be allowed to go to the toilet during the exam in exceptional circumstances. If you have a medical issue which means you have to go to the toilet regularly please inform the SENCO (medical evidence will be required).

You must remain in the exam room for the full duration of the exam. **Leaving the exam room unsupervised before the published finish time will be considered malpractice and you could be disqualified from the paper.**

If the exam finishes before 10am in the morning or 2.30pm in the afternoon, you will have to stay in the exam room, under exam conditions, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

At Pegasus Academy, we employ external invigilators to supervise candidates during an exam. Invigilators are trained to follow the JCQ instructions for conducting exams. They have to abide by the regulations set out by the JCQ and will report any misconduct. Candidates must listen to and follow the instructions the invigilators give them. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Information for candidates - written exams is linked in the appendices at the back of this book. Please read this carefully so you are aware of the regulations in an exam room.

Exam room conditions

Before the exam, you must hand your mobile phone, watch and any electronic devices in – these will be kept in a secure box and you will be issued with a numbered token. At this time, you should also check you have nothing in your pockets. You will be instructed where to leave your coat and bag by the invigilator when you enter the exam room.

You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with (including non-verbal such as trying to draw attention to yourself or another candidate) or disturb other candidates once you have entered the room.

You should find your seat quickly and quietly. You will be allocated the same seat for every exam (the exception to this will be listening exams where candidates may be seated differently due to acoustics). There will be a name card on your desk showing your name, candidate number, centre number and a photograph. Invigilators will help you if you can't find your seat. Do not ask another candidate.

You must listen to and follow the instructions of the invigilator at all times in the exam room.

The exam paper will have been placed on your desk before you enter the room. Please do not open or attempt to look inside and read anything until instructed to do so by the invigilator. This is malpractice.

Please don't write anything on the front of the paper until you are advised to do so by the invigilator.

At the front of the room you will see that the name/code of the exam, day, date, time are displayed. You will need this information when you are asked to fill in the front of your exam paper. When the exam starts, the invigilator will display the start and finish times of the exam.

When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. Please sign the paper if there is a signature box.

If you need to leave the room because you are feeling unwell, please put up your hand and an invigilator will assist you. You are not allowed to leave the room on your own.

Please make sure that you put your name, candidate number and question number on any additional sheets of paper you may use.

How your identity is confirmed in the exam room

Members of teaching staff and the Senior Leadership Team will identify candidates. A member of SLT will register candidates in the canteen, organise them into seating order and send them to their exam room in order. Invigilators will be able to identify candidates by the name and photograph on the exam desk card on each desk, along with the seating plan in each room.

Candidates who do not normally attend Pegasus Academy (for example, transferred candidates) will be required to provide photographic documents such as a passport to confirm their identity. This can be requested each time you attend an exam.

What equipment you need to bring to your exams

We will provide you with the equipment you may need for each exam. This will include a black pen, ruler, pencil, eraser, highlighters, compass, protractor and sharpener. This equipment will be placed on your exam desk before you enter the room. We will also provide calculators appropriate for exams where required.

If you require a replacement item, e.g. when a pen runs out, raise your hand and an invigilator will provide a new one.

If you wish, you may bring your own equipment but this must be in a clear pencil case. Your calculator must not have a lid or any instruction notes.

Gel pens, heat erasable / friction pens and correction fluids (Tippex) are not allowed to be used on an exam paper. Highlighters can be used to highlight points in the question but cannot be used in answers. If you are unsure, ask the invigilator.

Using calculators

You cannot borrow a calculator from another candidate during the exam. If your calculator stops working then put up your hand and wait for an invigilator to come to you.

If you bring your own calculator, you are responsible for the power supply, the calculator's working condition, clearing any memory and ensuring it meets the JCQ regulations. Your calculator must not have a lid or printed instructions and must not be internet enabled/a communication device.

What you should not bring into the exam room

- Mobile phones
- Electronic equipment (MP3/MP4, tablets, games, headphones, etc.)
- Watches (any type of watch)
- Calculators – unless allowed for the exam
- Dictionaries
- Notes and planners – even if not relevant to the exam
- Blank paper
- Mirrors
- Food and drink (except water) – please see section below
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys and exam timetables

All the items above must be either left at home, be put in your bag (with the exception of electronic devices), or handed in before you enter the exam room. If you need to hand something in before the exam starts you should put up your hand and wait for a member of staff to come to you.

Any candidate who is found to have any unauthorised equipment on them, even if it is in their pocket and turned off, will be reported to the exam board. The exam board are then likely to disqualify the exam paper and you will be awarded zero marks. Nearly all candidates found to have a phone or watch or notes on their person are disqualified.

All candidates should thoroughly check their pockets before entering the exam room to ensure they don't have any unauthorised items.

Do not be afraid to admit you have something you need to hand in before the exam starts – the invigilators would much rather that you handed items in immediately before the start of the exam than you were disqualified.

JCQ exam posters will be displayed outside each exam room to remind you of these regulations.

Food and drink in exam rooms

Only water, in a clear bottle (must be transparent), with the label removed is permitted in all exams. No other food or drink is allowed unless by prior agreement for medical reasons.

Where students have certain medical conditions, such as diabetes, which may warrant permission for food in the exam room, this will be discussed with the SENCO and reasonable adjustments put in place on a case-by-case basis. If food is allowed in the exam room in these circumstances, it must be in transparent container with all labels removed.

What you should wear for your exams

You should wear full school uniform throughout your exams.

Transferred candidates should wear their school uniform.

Where your personal belongings will be stored during your exam

Your bags and coats must be left where the invigilator instructs. In the hall this is usually at front of the hall.

Phones and electronic devices should be handed in before entering the exam room. These items will be stored in a secure box. You will be given a numbered token that you can use to collect the item(s) after the exam. Other unauthorised items should be in your bag.

What to do if you arrive late for your exam

It is your responsibility to be aware of the dates and times of your exams and note that they may not be exactly the same as a friend's timetable. You must arrive at least 15 minutes before the start of your exam. If you are late for any reason, please report to Reception and tell the member of staff that you have an exam. The Exams Officer will collect you from reception and escort you to the exam room. You will be given the full time allowed for your exam.

If you arrive very late for an exam (after 10am for a morning exam and after 2.30pm for an afternoon exam) you will still sit the exam but there is a chance that the exam board will not mark your paper and a report will need to be made to the awarding body.

What to do if you are unwell on the day of your exam

It is really important that you attend school for all exams, whether real or mock, unless you are seriously ill. If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the Academy immediately. You will need to provide medical evidence to confirm your illness. If medical evidence is produced, we **may** be able to apply for special consideration with the board who may apply small concessions when issuing your final grade. These concessions vary depending on the seriousness of the illness. If no medical evidence is produced, you will likely be awarded an X (zero marks) for that paper.

If you feel unwell during an exam, please put your hand up and an invigilator will assist you. If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. They cannot be re-arranged for another date, there will not be another opportunity to sit the exam in that same exam window.

What happens if you have an unauthorised absence from your exam

If you have an unauthorised absence for an exam you will be awarded X for that component (with no marks). You cannot take the exam another day or on another session to catch up. This will significantly reduce your overall grade for that subject and it may mean your overall grade is classified as U (ungraded).

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

In the event of an emergency, candidates should remain in exam conditions and await instructions from the invigilator. The Lead Invigilator will stop the exam and give instructions to you.

You must:

- Stop writing and close your exam papers. The invigilators will make a note of the time that the exam stopped.
- Stay seated until the invigilator advises you to leave the room.
- Leave all exam papers and equipment in the exam room.
- Follow your designated invigilator to the pre-arranged meeting point.
- Remain in silence.

You must not:

- Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators – you are still under exam conditions.
- Collect any personal belongings, unless advised to do so by the invigilators.

You will return to the exam room to continue with the exam once it has been confirmed to be safe. The full working time for the exam will be given and an updated finish time will be displayed.

In the unlikely event you are unable to continue with the exam, a full report would be sent to the exam board and Special Consideration would be applied for.

If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

Candidates with access arrangements/reasonable adjustments

Access arrangements are allocated according to a strict set of guidelines produced by the JCQ. These arrangements are designed to level the playing field and should reflect the candidates normal way of working.

Access arrangements should be discussed with the SENCO who will have tests and supporting evidence of need in place. The SENCO will then advise the Exams Officer of candidate needs. Not all access arrangements can be used in all exams. For example, the use of a bilingual dictionary or reader could change from subject to subject. If you have been allocated a reader or scribe, they too have to comply with the JCQ exam regulations so there are certain things they are not allowed to do. If you are unsure of how your access arrangement will work, please speak with the SENCO or Exams Officer.

Access arrangements include seating arrangements. All seating arrangements away from the main hall have to be approved and have supporting evidence of need.

Results

GCSE Results Day will take place in August, each year. You will be notified during the Summer Term of the date and time to collect your results. Exam results must be collected by the candidate, unless by prior agreement. Results will not be given over the telephone. If results are not collected on results day, they will be kept in school and can be collected by candidates by appointment only.

Members of SLT will be available on results day for candidates to discuss any concerns they have.

Post-results services

Candidates who have not achieved the grade(s) that were expecting may wish to pursue a Review of Results (RoR). It is imperative that we have written permission from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking. The candidate must fully understand that their marks for a given assessment may change following a Service 1 or Service 2 RoR and this could result in subject grades being raised or lowered. Your parent cannot consent on your behalf. The results are personal to you.

If you are unhappy with your results, you should discuss this with the relevant Subject Leader and/or Senior Leadership who will advise on the viability of such a request. Where we do not support the review of result, the candidate will be liable for the fee imposed by the exam board.

There are four Review of Results services available; the cost of these services can vary depending on the exam board.

Post-results service	Details of the service
Review of Result Service 1 (Clerical re-check)	This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totalling of marks • the recording of marks
Review of Result Service 1 with an Access to Script copy of re-checked script	
Review of Result Service 2 (Review of marking)	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
Review of Result Service 3 (Review of moderation)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. This service is not available to individual candidates
Access to Script - copy of script to support review of marking	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
Access to Script - copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning

Full details about Reviews of Results, including deadline dates for applications and fees, will be in your results envelopes.

We may also ask you to consent to providing Access to Scripts for 'teaching and learning purposes' which means your teacher would like to use it as an example. In this case you can say you do or don't want your name left on it.

Certificates

Certificates are normally sent to schools in November. You will be contacted by post with details of arrangements for collection of certificates. They are valuable documents and we do not usually post them.

Many people are asked to produce certificates throughout their adult life to confirm exam results, including for universities and the many professions that require a background check. **You must keep them safe as there is a charge to replace lost certificates.** If you lose your certificate, you should contact the exam board as only they can reissue them.

Internal appeals procedure

Pegasus Academy has an internal appeals procedure for marks awarded in Non-Exam Assessments and coursework. This can be found on the academy website.

Complaints and appeals procedure

Pegasus Academy has a complaints and appeals procedure which covers general complaints regarding the centre's delivery or administration of a qualification. This can be found on the academy website.

Important JCQ Information that you must read

APPENDIX I: JCQ Information for candidates – coursework 2022-2023

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

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

APPENDIX 2: JCQ Information for candidates – non-examination assessments 2022-2023

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

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

APPENDIX 3: JCQ Information for candidates – written exams 2022-2023

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

You **must** read this information before you take any externally assessed timetabled written exams.

APPENDIX 4: JCQ Information for candidates – Privacy Notice

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

You **must** read this notice as it contains "Information About You and How We Use It"

APPENDIX 5: JCQ Information for candidates – social media

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

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Copies of these documents are available as paper copies on request.

APPENDIX 6: JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that "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."



AQA

City & Guilds

CCEA

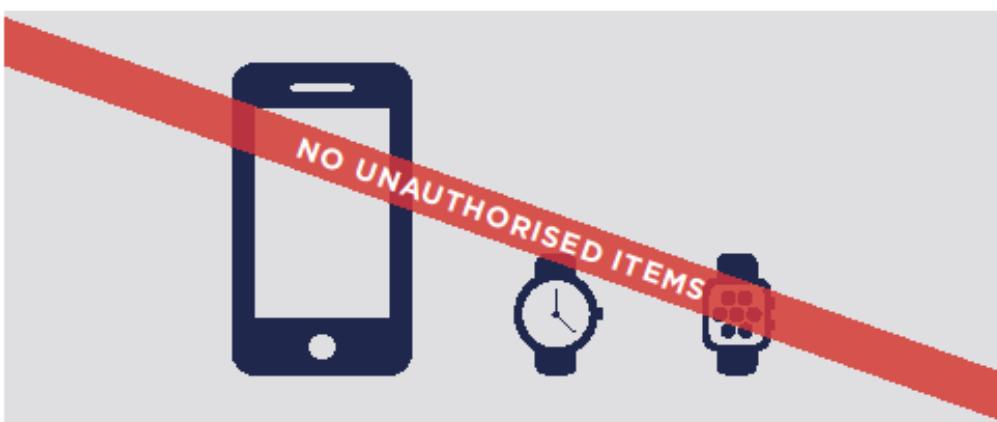
OCR

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.

APPENDIX 7: JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Appendix 4



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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

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

Effective from 1 September

20Effective from 1 September 2022 21