

South Somerset Partnership School

Candidate Exam Guidance



Purpose of this Presentation

- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams in advance of any exams being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To inform candidates about malpractice in examinations/assessments
- To answer questions candidates may have
- To inform candidates of/signpost candidates to any exams-related policies/procedures that they need to be made aware of

Personal Data & Copyright

- To understand what information is collected and how it is used, you must read the AQA & Edexcel Privacy Notices (Available on the School Website)
- 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

Individual Candidate Timetable

- A copy will be emailed home and is available from your Academic Mentor
- Take a photo of it on your phone, and add the dates in to your electronic calendar
- We will do our best to seat you in the same room/seat for all your exams
 - Your Academic Mentor/Pastoral Lead has access to the allocations and can inform you of your Room

Equipment

A Clear Wallet will be provided for you with all the stationery for your Exams

It will contain:

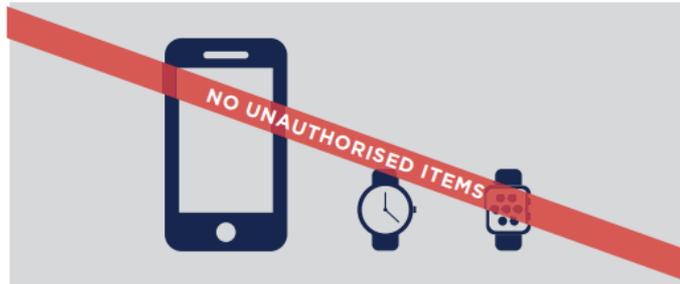
- **BLACK** Biro x2 (the only colour accepted by the exam boards)
- Pencil x2
- Eraser
- Protractor
- Ruler
- Calculator (if allowed)
- Highlighters – *for use on the Question Paper only*
- If needed you can ask for a Pencil Sharpener, Tracing Paper & Compass



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.

No technological or web-enabled potential sources of information are allowed in the examination room.

If you are found to be in possession of an unauthorised device during your exam, whether switched on or off, you are committing **Malpractice** and could result in you being **disqualified**.

All unauthorised materials will be collected by the Lead Invigilator before you enter the Exam Room

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	---	--	--	---



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 examination or 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.

**This poster will be displayed
outside your exam room**

**You MUST note of all the
warnings**

JCQ Information for Candidates

- [Written Examinations](#) , [Social Media](#) & [AI](#)
 - These documents will be provided to you in hard copy and will be emailed home, you can also find them on the school website.
- These documents have been written to help you.
Read them carefully and follow the instructions, it includes sections on:
 - The Regulations (Rules)
 - Instructions for during the exam
 - What to do at the end of the exam
- Video: [Instructions for Candidates](#)

Exam Timings

- Morning exams begin at 9.30am
- Afternoon exams begin at 1.00pm

- The duration of exam papers vary, from 1hr 10mins minutes to 1hr 45mins
 - *If you have been awarded Extra Time you will be given the adjusted finish time*

- You should arrive by 9.15am for a morning exam and 12.45pm for an afternoon exam
 - *Breakfast will be provided from 0900 for morning exams*

- To comply with Exam Board regulations you MUST remain in the Exam Room until instructed to leave by the Invigilator - you are required to be supervised during set secure periods
 - ***If you leave before permitted it will be classed as Malpractice and you will be sanctioned by the Exam Boards***

Seating

- Once you have entered the exam room you are under exam conditions
 - **This means that you cannot communicate in any way with any other Candidate**
- You will be directed to your room & seat by the Lead Invigilator
- A candidate card will be on each exam desk
- Do not deface or destroy the candidate cards
- Once seated, the invigilator will read the instructions of the exam and will announce when you can start.

Do not write anything on your paper until you are instructed to do so.

It is considered Malpractice if you do.

Disturbing the exam room in any way could get you disqualified



Invigilators

- There to ensure the exams are run according to the regulations
- Please listen to them and follow instructions
- If you need any assistance, then please raise your hand **high** to alert an invigilator
 - *You must not shout out*
 - *You cannot communicate with any students in the exam room*
- They are unable to answer any questions relating to the content of the exam paper

Video: [Invigilators Announcement to Candidates](#)

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any action or behaviour which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- The Joint Council for Qualifications (JCQ) provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

Malpractice

- You need to know that the following would be malpractice:
 - copying or allowing work to be copied
 - e.g. posting written work on social networking sites prior to an examination/assessment;
 - collusion: allowing others to help produce your work or helping others with theirs;
 - asking others about what questions your exam will include (even if no one tells you);
 - having or sharing details about exam questions before the exam
 - whether you think these are real or fake
 - not telling exam boards or your school/college about exam information being shared.

Malpractice

There are severe penalties for malpractice.

You could be disqualified from your exams.

Examples of malpractice:

- Possession of a mobile phone or smart enabled device - even if switched off
- Writing/drawing obscene material
- Talking/disrupting others
- Possession of notes
- Writing on hands/skins
- Possession of a Watch
- Offensive Language

Please check your pockets before you go into every exam

Consequences of Malpractice

If you are caught or suspected of committing malpractice, then an investigation will take place, we are obliged to report it to the Exam Boards and they will make the decision on sanction.

- Written warning
- Loss of marks for that paper
- Loss of marks for that subject
- Loss of marks for all exams with the that exam board
- All exams cancelled for all exam boards
- Banned from taking exams for 1-5 years

In Summer 2023 there were:

Cases of student malpractice
with penalties applied

4,895

Percentage of cases involving
mobile phones and other
communication devices

44.5%

Unauthorised Items

The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, watches
- Non transparent water bottles/pencil cases
- Gel Pens
- Tippex
- Earbuds/Earphones/plugs
- Food
- Writing on hands/skin
- Labels on water bottles
- Notes of any sort - check your pockets
- Watches

If you are ill on the day of an exam

- If you are feeling unwell on the day of your exam, we suggest you come into school and we can assess the situation when you arrive.
- In most cases, it is better to take the exam if you can.
- You **CANNOT** sit the exam at another time.
- If you are ill and unable to attend the exam, it is vital you phone the school first thing in the morning and ask to speak to the Exams Officer.
- If you are absent from an exam due to illness, you will be required to complete a Self Declaration Form which will be submitted to the Exam Board.
- If you do not attend an exam without a valid reason you may forfeit your chance of a grade in that subject and it is possible that you will be charged the entry fee for the exam.
- If in doubt – phone the school.

If I'm late, can I still sit the exam?

- If you think you are going to be late for the start of your exam, please contact the school to inform us.
- On arrival at school, a member of staff will escort you to the exam room.
- You **MUST NOT** enter the exam room without permission once an exam has started.
- Depending on how late you are, the Exam Boards may not accept your script.

Helpful Tips

- Listen and follow instructions.
- Check for correct paper and write your **full legal name** in the correct sections on the front of the exam paper.
- Write only when instructed.
- Read the exam paper thoroughly – to the back page.
- Raise your hand for assistance.
- Think - do not rush your answers.
- Cross out any incorrect work, but no doodling.
- Use all available time wisely.
- **Remain silent at all times.**



Additional Advice

- Go to the toilet before your exam
- If you have been allocated Access Arrangements you will receive an notification document
- If you have been allocated Rest Breaks you must raise your hand to request to take these
 - Your time will be paused and restarted when you begin your exam again.
- Fire Evacuation Procedure
 - In the event of a fire alarm, please follow the guidance of the Invigilators
 - You are still under exam conditions so REMAIN IN SILENCE

GOOD

The word "GOOD" is rendered in a bold, rounded, green font with a slight 3D effect. The letter 'O' is replaced by a vibrant green four-leaf clover with a central stem and a small leaf at the bottom.

LUCK!

The word "LUCK!" is rendered in a bold, rounded, yellow font with a slight 3D effect. The letter 'U' is replaced by a golden horseshoe with a textured surface and small circular details.