



# Candidate exam handbook

## 2018/19

This handbook is reviewed and updated annually

Produced/reviewed by	
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## Introduction

Atrium Studio School is committed to ensuring that candidates are fully briefed on the exam 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 exam handbook

- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To answer any questions candidates may have etc.
- To ensure they are aware of JCQ regulations.

### Coursework/non-examination assessments

- Relevant JCQ information for candidate's documents - coursework, non-examination assessments, social media can be found on the website under Exams.

### Written timetabled exams

- Candidates will be issued a statement of entry (to check that personal details and exam entries are correct). Please see Mrs Chesterton if any information is incorrect.
- Candidate exam timetable are issued and will ensure you know the date and time of all your exams/assessments, where they you are sitting, which exam room etc.

### Contingency day - summer 2019

The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

*Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan."* [\[ICE 15\]](#)

### What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- If a timetable clash within the same session has been identified the student. The student will sit one exam and after the other on that day. The student will be supervised at all times and will be allowed a break between each paper.

### Where you will take your exams

- Room 17 will be used for exams, with rooms 15 and 16 being used for Access Arrangements candidates.

### What time your exams will start and finish

- Morning exams will start at 9.10am
- Afternoon exams will start at 1.10pm

Please **arrive and wait quietly outside your exam room before** the scheduled start time.

Atrium Studio School Policy stipulates that candidates must remain in the exam hall until the scheduled finish time - unless the invigilator advises otherwise.

### Supervision during your exams

Exams Officer: Mrs Chesterton. Roving Invigilator/shadowing Exams Officer: Mrs Cude.  
Invigilators: Mrs Smerdon, Mr Barnes, Mrs Hunter, Mrs Barnes, Mrs Chamberlain

## Exam room conditions

Exam conditions are set by JCQ regulations and include:

- Candidates must wait quietly until invited into their exam rooms.
- Candidates are under exam conditions from the moment they enter the exam room until they leave and must remain silent throughout.
- Should candidates need to use the toilet during exams, they will be escorted to the Disabled toilet. Candidates cannot talk to anyone en route.
- Candidates must listen to, and follow, the invigilator's instructions at all times.
- Candidates must not communicate in any way with other candidates.

## Where you will sit and how your identity is confirmed in the exam room

- As per mock exams: candidates are seated alphabetically where practical.

## What equipment you need to bring to your exams

- Bring your own calculators, which must have the memory cleared and no cover (see note below)
- Bring your own equipment needed for exams: two black pens, highlighters, ruler, pencil, rubber, compass, protractor
- Clear plastic pencil cases are allowed, or keep items loose in front of you on the desk.
- For Maths exams: mathematical instruments including a compass, ruler, protractor and calculator.

## Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

## What you should not bring into the exam room

Unauthorised items include: mobile phones, wristwatches/Apple or Fitbit-style watches/mp3/mp4 players with data storage.

- If regulations are breached, the exam board will be informed and further action taken. This may disqualify you from all your exams.

## Food and drink in exam rooms

- You may only bring water in a clear bottle with the label removed.

*"Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food or drink brought into the examination room whether by the candidate or the centre is free from packaging and all labels are removed from drink containers."* [ICE 18]

## What you should wear for your exams

- Full school uniform must be worn during the exam period.

### **What to do if you arrive late for an exam**

- Anyone who arrives late, but within the first 30 minutes, may be permitted to sit the exam. However, if you are later than 30 minutes you may not be able to do so. Each instance will be individually assessed. In all cases, the awarding body will be informed - but your paper may not be accepted for marking.

### **What to do if you are unwell on the day of an exam**

If you are absent from school, contact Atrium Reception in the usual way, who will then inform the Exams Officer. The exam cannot be sat at a later date.

- If you are able to sit the exam but are unwell, inform the Exams Officer in plenty of time. She may be able to arrange for you to have supervised rest breaks.
- The Exams Officer may also be able to make an application for 'special consideration'.

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

During an emergency, close your exam paper and evacuate the building SILENTLY via the front and rear exits as instructed. Stay in your seating order and exit the room in single file.

The assembly point is outside the building on the other side of the fence to the main school. This will help to maintain the security of the exam, to ensure you can finish it on your return.

### **Alleged, suspected or actual incidents of malpractice**

Any malpractice will be reported to the awarding body, which could incur sanctions for the school as well as for the individual. Examples of malpractice include:

- Behaving in a manner which undermines the integrity of the exam.
- Bringing in unauthorised materials/ mobile phones.
- The inclusion of inappropriate or offensive material in exam scripts.
- Plagiarism; copying someone else's scripts or controlled assessments.
- Unauthorised use of a memory stick for those using a word processor etc.

*"The centre will ... inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation ..."*  
5.11]

### **Results, Post results services, certificate collection, internal appeals, complaints and appeals procedures.**

Please see exams page on the website which will give all information concerning all the above information.

# GOOD LUCK!