

St. Ninian's  
SCOILL ARD



High School  
NOO NINIAN

# CANDIDATE EXAM HANDBOOK 2023/24

This handbook is reviewed and updated annually

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## Introduction

St. Ninian's High School 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

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments 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 answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice 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.

JCQ provides information regarding what constitutes malpractice, including:

- 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

JCQ suspected malpractice – policies and procedures outline the response that centres must undertake should malpractice be suspected. Awarding Bodies decisions on malpractice can range from an official warning through to loss of certification opportunity.

A range of Information for candidates documents have been made available to candidates; this includes details about malpractice. It is important that candidates read and understand what this involves and take note that malpractice includes:

- 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; or
- not telling exam boards or your school/college about exam information being shared.

### When completing Non-Examined Assessments malpractice includes:

- **failing to include relevant references** Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.
- **Plagiarism; which** involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own.

Breaches of malpractice will be dealt with within St. Ninian's High School **Managing Behaviour Policy** (Exams) and **Malpractice Policy** (Exams).

### Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the Information for candidates – Privacy Notice located on our school website within the Exams section.

### 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 qualifications will involve Non-Examined Assessments (NEA's). Subject Teachers will share with candidates;

- what NEA's they will be asked to complete
- when these assessments will take place
- specific internal deadlines (in-place to ensure compliance with Awarding Body deadlines)
- how work is marked/ assessed
- When candidates are informed of their centre assessed marks
- Which NEA work is externally marked/assessed etc

*NEA's will be run in accordance with St. Ninian's High School None-Examined Assessment Policy which is informed by Awarding Body regulations. Guidance on this can be found on our school website within Exam notices and expectations.*

## Written timetabled exams

Candidate will be provided with a 'statement of entry' (to check that personal details and exam entries are correct). If this information is incorrect then it is the candidate's responsibility to inform the Exams Officer so that errors can be corrected. Candidates will be issued with an 'exam timetable' (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements and venue.

Examinations will be run subject to Awarding Body rules and regulations. Information for candidates' documents will be shared prior to examinations and are available on the school website within the Exam notices and expectations section.

Exam room posters will be visible in every exam venue indicating the behaviour expectations during a formal examination.

## Contingency Sessions Summer 2024

Each summer exam series there are contingency dates scheduled in case an examination is not able to take place and needs to be moved. This decision will be coordinated between Awarding Bodies.

If you are sitting exams in the summer exam series you must ensure that you are available on the contingency dates which for 2024 are the afternoon of 6<sup>th</sup> June and 13<sup>th</sup> June and the morning and afternoon of 26<sup>th</sup> June 2024.

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

A 'timetable clash' is defined as when a candidate has two or more formal examinations scheduled to take place in the same session.

A 'timetable clash' does not apply to;

- work experience;
- a school function or closure;
- a field trip;
- sporting events below international level;
- holidays and weddings;
- a candidate's personal arrangements;

If candidates are taking two or more examinations in a session and the total time is three hours or less, the papers will be sat concurrently. Candidates may be given a supervised break of no more than twenty minutes between papers within a session. Supervised breaks will be run in accordance with JCQ regulations.

If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours, including approved extra time allowances and/or supervised rest breaks, one examination will be sat in a later or earlier session within the same day. The order of these papers will be at the discretion of St. Ninian's High School. Candidates will be subject to centre supervision between sittings.

Centre Supervision is defined as: 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:

- be in possession of an electronic communication/storage device or have access to the internet;
- have contact with any candidate who has sat the examination;
- be coached by a member of centre staff.

### **Where you will take your exams**

The Upper School Sports Hall and Gym are the main venues for examinations. Depending on the size of the cohort sitting the examination, adjustments for Access Arrangements and contingency planning candidates may be roomed elsewhere.

Venue for examinations will be included on timetable information. Should there be emergency or unforeseen changes to venues then candidates will be informed at the earliest convenience.

### **What time your exams will start and finish**

To maintain the security of question papers and maintain Awarding Body compliance candidates will start:

- examinations scheduled for a morning session no earlier than 8.30am (8.45 CCEA examinations) and no later than 9.30am (9.45am CCEA examinations)
- examinations scheduled for an afternoon session no earlier than 1.00pm and no later than 2.00pm

### **Exam room conditions**

At the start of an examination candidates are expected to wait quietly outside the venue. Candidates will be invited into the venue, usually called by seat number or paper.

Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.

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

Candidates must not communicate with or disturb other candidates

The school's centre number, subject title of the examination, paper number, actual starting and finishing times and date will be displayed in every examination venue.

Completion of the front of answer books must only start when the invigilator's announcement instructions to do so

Candidates must not open the question paper until the examination begins

When leaving the exam room candidates must wait in silence to be dismissed, this includes when other students are being dismissed. Exam conditions are considered to apply until a candidate leaves the exam room.

### **Where you will sit in the exam room**

Your seat number will have been shared clearly on your examination timetable. Seats will be allocated by paper, alphabet or tier. This will be dictated by the number in the cohort for each exam sitting.

Seating plans will be available outside each venue, seat numbers can be checked here.

Columns will be clearly indicated by letters and rows by numbers. Your desk will have your personal information displayed on it.

If you cannot find your seat, or believe your information is incorrect you must inform an invigilator immediately.

### **How your identity is confirmed in the exam room**

Candidates will have a card on their exam desk which will include their name and photograph. It is important that candidates make it known to invigilators if their identification card is incorrect at the start of an exam. External candidates are expected to provide photographic proof of identity prior to an exam entry being made and to bring that proof of identification with them on the day of an exam. Candidates are expected to sit all examinations in full school uniform.

### **What equipment you need to bring to your exams**

Candidates should only bring the equipment that they require to complete the exam sitting into which they are entering. Subject staff will have advised candidates what they will require in order to answer the paper.

Candidate must not rely on invigilators being able to provide equipment. Candidates are expected to be self-sufficient.

Awarding Body regulations and information regarding authorised equipment that should be brought by the candidate and items that are prohibited can be found on the school website in the Exam notices and expectations section.

Should candidates be found with items that are prohibited from the examination room then this will be treated as 'malpractice' and the relevant policy and procedures followed.

### **Using calculators**

Candidates must be aware of Awarding Body instructions regarding the use of calculators in exams. This specifies that;

- During an examination a calculator must not give access to pre-stored information. This includes:
  - a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- A calculator must not be borrowed from another candidate during an examination.
- 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.

### **What you should wear for your exams**

Candidates are expected to sit all exams in full school uniform as specified in our school [uniform policy](#) for Ks3 and Ks4 and in our [Sixth Form Dress Code](#) for Ks5. Hooded tops, coats and bags will not be permitted in the examination room and should be stored elsewhere.

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

Ring the school 648800 immediately to let us know you are running late and will miss the start of your examination.

For exams which are 1 hour or more in length candidates are considered 'late' if they arrive within a 1-hour window of the exam starting, candidates are considered to be 'very late' if they arrive more than 1-hour after the exam starting.

A candidate who arrives 'late' may be allowed to sit their examination. When you arrive at the centre you must report to the exam room (or alternative venue if that has been arranged) where you will be instructed by the Exams officer as to what the process will be.

A candidate who arrives 'very late' is a more complex process and would need to be discussed with the candidate on an individual basis and may require awarding bodies to be informed.

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

Contact the Exams Officers at school at the very earliest point possible to let them know that you as the candidate are not well enough to attend your scheduled examination. This can be reported by a parent/guardian. At this stage the Exams Officer can discuss what the best way to proceed is. If your absence is due to circumstances beyond your control there may be some "Special Consideration" that can be applied for. In circumstances of "Special Consideration" we as a centre must follow the awarding body's process, the decision on consideration applied is at the discretion of the Awarding Body.

Should you feel unwell during an examination you must notify the invigilator immediately who can then follow procedures as required for your presentation.

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

In the event of an emergency which results in candidates having to be removed from the examination room the school Emergency Evacuation Policy will be followed.

It is critical that in the event of an emergency candidates listen carefully to the instructions given to them by Invigilators, Exams Officers and Senior Members of staff.

### **Candidates with access arrangements/reasonable adjustments**

Candidates should be aware from the start of their courses what access arrangements are in place for them. These access arrangements should be the candidate's normal way of working when in lessons and completing any internal assessments.

Approved access arrangements will have been confirmed in writing to the candidate by the SENDCo when they were agreed.



## Results

Governed by the season in which examinations are sat results day information will be shared with candidates when the dates are published by Awarding Bodies.

Some Awarding Bodies issue results online, if this pertains to one of your qualifications the Exams Officer will have communicated your individual log in details and the process by which to obtain your result.

Other Awarding Bodies communicate results via the school as the examination centre. They will specify a day that we are allowed to distribute these results. Ahead of the results day candidates will be informed of the timings and procedure for collecting results.

Summer 2024 results dates:

- AS and A Level – 15<sup>th</sup> August
- GCSE – 22<sup>nd</sup> August

Results belong to a candidate. Therefore, we do not issue results to other people (including parents or carers) unless specifically instructed to do so by a candidate.

If a candidate is unable to collect results on a results day the options are:

- Make a written request for an authorised person to collect their results (photographic ID will be requested)
- Request that results are emailed (this service is only available to school email addresses)
- Provide a stamped, self-addressed envelope for results to be posted
- Collect results at future date

## Post-results services

Awarding Bodies offer specific services following the issue of results. These include Access to Scripts, Reviews of Results and Appeals Procedures.

Information on the process regarding post results services will be available on results day and should be discussed with the Exams Officer. There will be strict deadline dates set by the Awarding Bodies. Each post-results service will incur a fee which is set by the Awarding Body and is the candidate responsibility to pay.

Examination results belong to the candidate, we cannot issue result, discuss results or make decision about post-results with anyone else without express, specific consent from the candidate. We must have a signature from the candidate before any applications for post results services are made.

## Certificates

Governed by the season in which examinations are sat, certificates will be issued to Examination Centre's by Awarding Bodies. St. Ninian's High School has not influence over this timeline.

Candidates will be informed in writing when certificates are available to collect specific to the examination season. Collection will be conducted via the Exams Officers, be at a specific time on a specific date and will involve candidates signing to confirm receipt.

Examination results belong to the candidate and therefore explicit and specific consent must be provided by the candidate to allow another named individual to collect results on their behalf.

## Internal appeals procedure

Certain components of qualifications contribute to the final grade of a qualification are internally assessed (marked) by subject teachers. The marks awarded (the internal assessment decisions) are then submitted to the awarding body for external moderation.

On being informed of their centre assessed marks, if a candidate believes that the correct procedures where not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may appeal by completing the form available on the school website and submitting it to an Exams Officer.

Please note. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Saint Ninian's High School and is not covered by this procedure.

## Complaints policy

If a candidate (or parent) has a general concern or complaint about the school's delivery or administration of a qualification we encourage you to try to resolve this informally in the first instance by contacting the most relevant member of staff. A list of relevant staff is listed on our website under Exams & NEA's.

If a complaint fails to be resolved informally the candidate (or parent) is then at liberty to make a formal complaint or appeal by completing a complaints forms and submitting it to the Head Teacher

## Awarding Body Information for Candidate

Awarding Body examination notices, privacy statements and candidate information for written exams, on-screen tests and non-examined assessment are available on the school website under Exams & NEA's.

Candidate are expected to familiarise themselves with this information and raise a query with the Exams Office should they not understand any of the information.