



St Ursula's Convent School

Year 11 Candidate Exam Handbook

June 2022 Series



This candidate handbook is reviewed and updated annually

Introduction

St Ursula's Convent 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.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow during the June Series 2022. You will also find some frequently asked questions and answers. Please read this booklet carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures. We can be contacted during the school day if you have any questions.

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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 ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

All candidates must

- Read and fully understand the JCQ Notices to Candidates included in this booklet
- Check all the details on your individual statement of entry, and exam timetable (issued prior to exams) and report any errors to Mrs Taylor or Mrs Izard.
- Inform the school, via Mrs Taylor or Mrs Izard, of any event for which special consideration might be sought from the Exam Boards **before 28th June 2022** (eg. illness before an exam, a bereavement or other trauma, disadvantage or disturbance during an exam).

If you break any of the exam rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Exam Board under all circumstances.

Non-examination assessments (NEAs)

- NEAs are an integral part of your awards and therefore you must complete all the required work for your teachers. If you do not do so you may receive an ungraded or absent result
- Make sure you know your deadlines. Ask your teacher if you don't know
- Your teacher will inform you of your centre assessed mark before these are submitted to the exam board

MFL Speaking Exams

- You must be on time for your speaking exam. If you are late, or miss the exam, **this cannot be rearranged** and you will receive 0 marks. Once you have your date and time please inform the school **immediately** if you are unable to attend for any reason.
- The speaking exams are **confidential**. You must not discuss the assessment with anyone or share information on the internet. The awarding body monitors social media, forums and candidate websites for any evidence of discussion. Doing so is exam malpractice.
- A malpractice investigation could lead to a loss of marks for this exam, disqualification from the entire qualification or a ban from sitting any further exams.
- Please see the AQA Warning to Candidates notice, and the JCQ notices, at the back of this booklet for more information.

Written exams

- You will have already received an individual Candidate Statement of Entry in the spring term, which indicates your personal details, and the exams that you were due to be entered for in the June 2022 series. **Thank you for checking that this information is correct – including your legal name as this is what will appear on your qualification certificates. If you have any questions or queries please contact Mrs Taylor.**
- You will have already received the summer timetable – this is also available electronically on the school website (<https://www.stursulas.com/curriculum/exams>) and on google classroom. This indicates the dates, times and subject titles for your exams. **If you have any questions or queries please contact Mrs Taylor immediately.**
- Please ensure you have read and completely understand the JCQ information for candidates documents – [written examinations](#), [social media](#) and [privacy notice](#).
- Please make yourself familiar with the Exam room posters provided at the end of this booklet – Warning to Candidates and Unauthorised Items. These posters will be displayed outside your examination rooms and these rules and regulations **must be adhered to at all times.**



Where you will take your exams

The majority of exams will take place in the Sports Hall building – either in the main Sports Hall or the Sports Hall classroom (used for candidates with access arrangements such as extra time). Some candidates may use alternative exam rooms such as S2, Merici and the Garden room where they have specific needs. Some listening exams may be held in St Angela's or St Benedict's depending on your subject and tier. You will be made aware of these exam locations prior to the exam day and you will have used these rooms in the PPEs in November and February/March.

What time your exams will start and finish

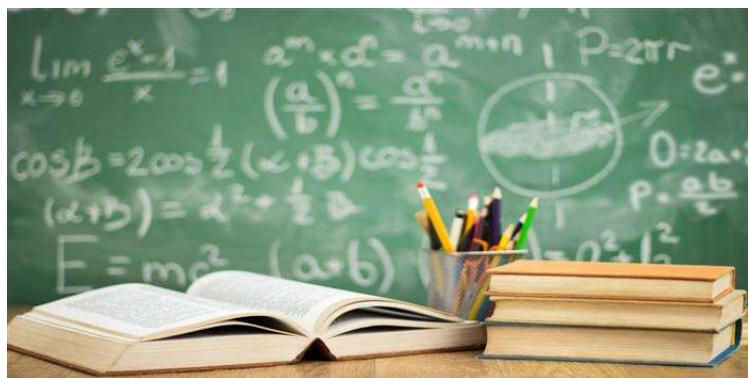
- The official start time for morning examinations is **9am** and for afternoon examinations **1.30pm**
- Candidates must arrive for registration by 8.30am for morning sessions and 1pm for afternoon sessions
- Non-attendance through illness must be covered by a medical certificate or doctor's note
- You must contact the school's Attendance Officer immediately if you are going to be absent/late
- **Absence without good reason, and sign off from the Head of Centre, will incur the cost of the examination entry to the parent/carer**
- All candidates must remain in the exam room until the exam is completely finished. Candidates will not be allowed to leave if they have finished their exam early.

Supervision during your exams

- Exams are supervised by a team of external invigilators employed by the school
- Candidates are expected to **behave in a respectful manner** towards all invigilators and follow their instructions at all times
- Invigilators are in the exam room to supervise the conduct of examinations and they must follow strict rules and regulations when conducting exams as directed by JCQ exam boards
- Invigilators will:
 - distribute and collect the exam papers
 - tell you when to start and finish the exam
 - hand out extra answer booklets if required
 - deal with any problems that occur during the exam
- Invigilators **cannot** discuss the exam paper with you or explain the questions
- A member of the Senior Leadership Team will remove any candidate who is disruptive or behaves in an unacceptable manner from the exam room
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the School's Behaviour Policy

Exam conditions

- You are under exam conditions from the moment you enter the exam room (for the full set of rules please read the [JCQ Notice: Information for Candidate – Written Exams](#) at the back of this booklet) until you are given permissions to leave by the invigilator and you are outside the exam room.
- Remain seated in silence once the examination has finished. Only leave the exam room when instructed to do so by an invigilator.



You must not:

- Speak or communicate with anyone as you are entering the exam room
- Take any watches / notes / mobile phones / bottles with a label / calculator cases / unclear pencil cases into the exam. If you are found with anything that **is not allowed**, even if you did not intend to use it, this must be reported to the exam board by the school. The exam board's normal procedure in these circumstances is to **disqualify the candidate** from the paper, the subject, or all exams by this board, so it is very important not to have any unauthorised items with you in the exam room
- Write anything on your name card or your desk
- Distract or communicate with other candidates whilst in the exam room before, during or after an examination
- Write or draw inappropriate, offensive or obscene material
- Deliberately destruct or deface exam papers
- All of the above will be appropriately reported to the exam boards and could lead to a written warning, a loss of marks or complete disqualification from one or more examinations.

You must:

- Listen and follow the instructions of the invigilator
- Face the front at all times
- Write your **full legal name**, candidate number and centre number in the correct places on the front of each exam paper. You must also write this information on any additional booklets that you might use during the exam.
- Check that you have the correct paper that you were expecting. This includes checking the date, time, subject and tier. The invigilator will ask you to do this at the start of each exam. If you have any questions you must raise your hand and ask an invigilator.
- Put your hand up if you need anything and wait for the invigilator to come to you

- Only take a clear pencil case and a clear unlabelled bottle of water into the exam room
- Ensure your pockets are empty – even of items that are nothing to do with the exam
- Be responsible for bringing all equipment required for your exam. This may include a calculator (without a lid), a ruler, a pencil, coloured pencils, a rubber, additional maths equipment etc. Please contact Mrs Taylor well before your timetabled examination if you are unsure what you need for each exam.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.
- "Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. 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. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations." – [JCQ Instructions for conducting examinations 1 Sept '21 – 31 Aug '22](#)*

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

What you should not bring into the exam room



- Any notes, pieces of paper or timetables
- A watch or mobile phone
- Any other potential technological/web enabled sources of information such as an iPod, a MP3/4 player or similar device, a smartwatch or Fitbit (or similar) which has a data storage device
- Wide headbands must not be worn for examinations
- **Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to possible disqualification**

Food and drink in exam rooms

- Food is not allowed in exam rooms – this includes sweets or chewing gum
- Candidates may bring a small bottle of water only. **This bottle must be uncoloured, completely clear and all labels removed.**

What you should wear for your exams

- Full school uniform should be worn for all examinations
- A member of the Senior Leadership Team will check uniform before each examination

Where your personal belongings will be stored during your exam

- Personal belongings are not allowed in the exam room
- Mobile phones must not be taken into the exam room – even if they are switched off
- A member of the Senior Leadership Team will allocate an area in the school where you can securely store your personal belonging before an examination

What to do if you arrive late for an exam

- **Avoid this problem – check your exam timetable and ask if you are unsure!**
- If you miss the bus or train, or know that you will be late for another reason, please contact the school immediately. **This is very important so we know where you are!**
- It is at the discretion of the awarding body as to whether your paper is accepted if you arrive late for an examination.

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

- **Candidates, parents and carers are reminded that schools are not allowed to reschedule GCSE examinations for another time or date in the event of candidate illness or absence.**
- Inform reception, or another member of school staff when you arrive at school for your exam
- If you feel unwell during an exam put up your hand and an invigilator will come to you

- If you miss any of your exam papers, or part of an exam through illness, see your doctor and get a medical certificate stating the problem. The certificate must include the doctor's name and address and should be given to Mrs Taylor within three working days of the examination. If you have missed a written paper then this evidence must also be provided within three working days of the examination. It may be possible to be given special consideration by an exam board if you are ill. ***It is your responsibility to ask for this and provide evidence to support your application.***
- Please make sure you, or a parent/carer, telephones school before 8.15am, and asks for Mrs Taylor or Mrs Izard to be informed, that you will be absent.
- Candidates are reminded that routine Covid-19 testing is no longer advised by the UK Health Security Agency (UKHSA) unless directed by a health professional. St Ursula's Convent School will follow the JCQ Summer 2022 Application of the special consideration process in the event of a candidate testing positive for Covid-19. If a candidate has a high temperature, they are advised to contact school immediately and will be advised to follow the current UKHSA guidance.
- St Ursula's Convent School will expect the candidate and parent/carer/guardian to complete the relevant sections of the adapted Form 14 JCQ/ME – *Self-certification for candidates who have missed an examination* within 3 working days of a missed examination.
- Results can be withdrawn, or candidates can be disqualified, if they provide false information on eligibility for special consideration.
- If you do not attend any part of an external exam for which you have been entered **the parent/carer will be asked to pay for this exam unless a medical certificate is produced within three working days.**

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

- The examination invigilators will instruct you
- You must remain in silence at all times and wait for instructions
- 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. Any communication will be reported as malpractice to the awarding body.

Candidates with access arrangements

- Candidates will be informed of any approved arrangements which are in place by the SENCo
- These arrangements will have been in place during any examinations you have already sat in school
- Candidates with extra time will be asked to sign a declaration following each examination. This will confirm that they have been provided with the correct access arrangements.
- Candidates using word processors will need to be present when their answers are printed, and to sign a declaration sheet, to confirm that this is their own work.
- Candidates that use a scribe may also be asked to sign a cover sheet at the end of their examination which is sent to the awarding body with the completed exam paper.

Alleged, suspected or actual incidents of malpractice in exams

Attempted or actual malpractice activity will not be tolerated. The school will follow the JCQ procedures as described in JCQ's ["Suspected Malpractice in Examinations and Assessment: Policies and Procedures"](#) document.

The following examples of malpractice by candidates in externally assessed examinations (this list is not exhaustive):

- Talking during an examination
- Taking a mobile phone into an examination – turned on or off even if not used
- Taking any item other than those accepted by the Awarding Body into an examination such as an iPod, smart watch, any other electronic equipment, books or notes
- Any notes written on your hands and arms – or notes left written on your desk
- Leaving the examination room without permission
- Passing notes or papers or accepting notes or papers from another candidate

If a member of staff suspects a candidate of malpractice during an examination, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. The candidate will be asked to write a full statement. If the candidate is guilty of malpractice, the awarding body will be informed. The candidate will always be given the full time allowed to complete the examination and their completed script sent to the awarding body for marking. and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

Examination Results Day 2022

- Results day is Thursday 25th August 2022
- **Results will not be given via telephone or unsecured email**
- If you are unable to collect your results in person, you must provide written confirmation to Mrs Taylor of who will be picking these up on your behalf. You must provide this **well before** results day. This nominated person **must bring photographic ID with them**.

Post-results services

You can contact the school on or after results day if you need advice regarding your results/grades.

- If you have any queries relating to your overall grades, and/or would like to have a paper reviewed, please contact the school immediately
- You must sign a form confirming that you understand that by authorising a review of your paper that your marks can do up as well as down, stay the same or be raised
- There is a charge to parents/carers for this service from awarding bodies. Please ask for more details on results day or contact the school.
- Candidates must directly provide consent for a review of marking request – this **cannot** be made on behalf of a candidate by a parent/carer.

The schools' deadline for reviews of marking requests is Friday 9th September 2022.

Internal appeals procedures

- An Internal Appeals Policy is in place for any candidate who disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation and where there are grounds to appeal against the centre's decision.
- An internal appeal can be submitted, using the internal appeals form (appendix A of the internal appeals policy) and must clearly indicate the grounds for the appeal at least 5 school days prior to St Ursula's internal deadline for submitting a request for a review of results.

Certificates

- Certificates will be issued to candidates once received by the awarding bodies
- All certificates should be received by the end of November 2022
- You will be contacted once certificates are available and advised of how to collect them
- If you are unable to collect your certificate in person you must nominate a responsible person, and provide written consent, that this person may collect your certificates on your behalf. This nominated person must present your written consent and photographic ID to reception staff.



Information for candidates

Written examinations

With effect from 1 September 2021

**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, **or a watch**.

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.**
- 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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, 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.



AQA | City & Guilds | OCR | Pearson | WJEC

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.



Image by Ben Wight

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

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



**Information for candidates
Using social media and examinations/assessments**



**This document has been written to help you stay within exam regulations.
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.