



Rugby Free  
Secondary School

# Candidate exam handbook 2018/19

This handbook is reviewed and updated annually

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## Introduction

Rugby Free Secondary School (RFSS) 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 Joint Council for Qualifications / awarding body instructions and information for candidates.

Please note that these exam rules and processes will also be used for mock exams, in order to provide a mock exam experience that matches the real exams process as closely as possible.

## 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 signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.*

## Joint Council for Qualifications (JCQ) and awarding bodies

The administration of nationally recognised qualifications offered by RFSS, such as GCSEs and Cambridge National Certificates, is overseen by the JCQ. Individual awarding bodies (eg OCR, AQA) provide the qualifications and are members of the JCQ.

The information in this candidate booklet follows JCQ advice and regulations.

In particular, the vast majority of instructions to candidates in relation to what is/is not allowed and what must/must not be done are determined by the JCQ and RFSS has no discretion in this. **Failure to follow instructions may lead to malpractice investigation, loss of marks or even disqualification.**

## Coursework/non-examination assessments

No coursework/non-examination assessments are being conducted in 2018/19.

To get an idea of what is likely to be required for future assessments, please use the following link:

[Instructions for conducting non-examination assessments.](#)

## Written timetabled exams

You will be provided with the following information in relation to your exams and it is very important that you check these are correct:

- ▶ *Candidate statement of entry (please note that entries will be made and certificates issued in your LEGAL name)*
- ▶ *Candidate exam timetable (to ensure you know the date and time of all your exams/assessments, where you are sitting, which exam room, etc.)*

If the above information is incorrect, anything is missing or you do not understand any aspect, you need to contact the Exams Officer (office behind Reception) as soon as possible.

You also need to be aware of relevant JCQ rules and regulations, which are included at the end of this document:

- ▶ *The 'JCQ information for candidates' documents – written examination, social media*
- ▶ *Exam room posters – Warning to candidates, Mobile Phone*

## Contingency day - Summer 2019

The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This means that in the event of any national or local disruption that prevents the examination being held on the timetabled day, it will be rescheduled to be taken on the contingency day.

Therefore candidates must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

## Where you will take your exams

Exams will be taken in the hall.

## What time your exams will start and finish

Morning examinations will commence at 9.00am

Afternoon examinations will commence at 1.30pm

- ▶ *For examinations that last one hour or more, candidates must stay in the examination room until 10.00am for a morning examination or 2.30pm for an afternoon*

*examination, i.e. one hour after the awarding body's published starting time for that examination.*

- ▶ *For examinations that last less than one hour, candidates must stay in the examination room until the published finishing time of the examination.*

### **Exam room conditions**

- ▶ *Candidates will be invited into the exam room by a senior member of RFSS staff*
- ▶ *Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator*
- ▶ *Exams are supervised by invigilators who must follow strict rules and regulations when conducting exams as directed by JCQ and awarding bodies*
- ▶ *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room*
- ▶ *Candidates must not communicate with other candidates*
- ▶ *The centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam will be clearly displayed in the exam room*

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

Prior to the exam you will be informed of your seat in the exam room.

There will be a photo card on your desk and this will be used to confirm your identity.

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

Candidates are responsible for bringing all necessary equipment to their exams, including pencils, pens, rulers, etc as RFSS do not provide these.

### **Using calculators**

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are 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

<p><b>Calculators must be:</b></p> <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>	<p><b>Calculators must not:</b></p> <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>
<p><b>The candidate is responsible for the following:</b></p> <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>	

[Taken from [JCQ Instructions for conducting examinations 2018-2019](#), Section [10.3](#) downloaded [11 October 2018](#)]

### What you should not bring into the exam room

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Potential technological/web enabled sources of information such as:

- **iPods;**
- **mobile phones;**
- **MP3/4 players or similar device;**
- **Smartwatches; and**
- **wrist watches which have a data storage device;**

**are not permitted.**

- ▶ No wrist watches of any type should be brought into the exam room.

### Food and drink in exam rooms

No food may be brought into the exam room.

Drinks may only be brought into the exam room if they are in clear containers with no labels.

### What you should wear for your exams

School uniform must be worn for exams.

### **Where your personal belongings will be stored during your exam**

Bags, coats, and unauthorised materials including switched off mobile phones will be stored in a locked room.

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

If you arrive before the published finishing time of an examination AND you are less than one hour late for the examination, at the discretion of RFSS you may be allowed to enter the examination room and sit the examination. You will then normally be allowed the full time for the examination if it is practicable for you to be supervised, in line with JCQ regulations, for the extended time.

If you arrive after the published finishing time OR more than one hour late, even if RFSS allows you to sit the examination you are considered by the JCQ to be 'very late' and the awarding body may not accept your examination script.

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

Please note that if you miss an exam, you will not be able to sit that exam at another time or on another day.

- ▶ *If you are unwell and unable to attend an exam, you (or your parent/carer) MUST contact RFSS reception as soon as possible for advice.*
- ▶ *If you are unwell but feel able to attend the exam, you (or your parent/carer) MUST contact RFSS reception as soon as possible to confirm that we are able to accommodate you without compromising the health and safety of other candidates, students and staff. If you are unable to contact RFSS, attend school and report to reception.*
- ▶ *If you feel unwell during the exam, make the invigilator aware of this and they will take appropriate action.*

### **What happens if you have an unauthorised absence from an exam**

If you do not turn up for an exam, you must inform RFSS of the reason for your absence as soon as possible.

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

In the event of an emergency, follow the invigilator's instructions.

In particular, you must leave the exam room in silence and you must not discuss the exam with any person.

### **Candidates with access arrangements**

Appropriate arrangements (eg extra time, enlarged print, etc) will be discussed by the Special Educational Needs and Disabilities Coordinator (SENDCo) with you and your parents/carers well before the exams.

Please note that the JCQ only allows access arrangements under specific circumstances and any arrangements must reflect how you normally work in school.

Once any access arrangements have been approved, the SENDCo will advise on what this means practically for the exams.

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

RFSS must report any alleged, suspected or actual incidents of malpractice to the awarding body. Offences will be graded and the most serious are likely to result in disqualification from one or all qualifications the candidate is entered for and possible barring from taking future exams with JCQ awarding bodies.

*Examples of candidate malpractice (not an exhaustive list):*

- ▶ *A breach of the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination or assessment rules and regulations*
- ▶ *Leaving the exam room early, without supervision*
- ▶ *Copying from another candidate*
- ▶ *Disruptive behaviour in the examination room*
- ▶ *Exchanging, obtaining, receiving, or passing on information which could be examination related*
- ▶ *Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices*

### **Results**

Results slips will be issued to students at the beginning of the Autumn term.

### **Post-results services**

Following the issue of results, you may wish to see a copy of your script or ask for your script to be re-marked.

Enquiries about results (EARs) may be requested by RFSS staff if there are reasonable grounds for believing there has been an error in marking. Your consent is required before any EAR request is processed.

When RFSS does not uphold an EAR, you may apply to have an enquiry carried out. If you require this, you will be charged.

Scripts and re-marks are available for four weeks after the publication of results. Following a re-mark, unit marks and grades may be raised, stay the same or be lowered.

Fees and deadlines will be published for these services. Not all services are available for all subjects and/or levels.

### **Certificates**

RFSS expects to receive certificates by 31 October, after which time they will be handed to you as soon as possible.



### **Internal appeals procedures**

If you (or your parent/carer) believe there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

*For full details, see the Internal Appeals Policy on our website:*

<https://rugbyfreesecondary.co.uk/wp-content/uploads/2018/12/RFSS-Internal-Appeals-Policy.pdf>

### **Complaints procedure**

For any other complaints regarding the delivery or administration of a qualification, please see the RFSS Complaints Policy on our website:

<https://rugbyfreesecondary.co.uk/wp-content/uploads/2017/12/LT2-Complaints-Policy.pdf>

## JCQ Information for candidates – written exams

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



AQA

City &amp; Guilds

CCEA

OCR

Pearson

WJEC

### Information for candidates For written examinations - effective from 1 September 2018

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas; 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.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.

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	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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.
<b>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</b>	

## JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “*JCQ awarding bodies will process your personal data.*”



### Information for Candidates

#### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body’s full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA [http://ccea.org.uk/legal/privacy\\_policy](http://ccea.org.uk/legal/privacy_policy)

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://www.pearson.com/corporate/privacy-notice.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

#### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body’s website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

#### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies’ full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

## **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

## **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://cea.org.uk/regulation>) in Northern Ireland.

**JCQ Information for candidates – social media**

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



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



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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.



Image by Ben Wight

**You should be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

**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>



**JCQ No Mobile Phones poster**

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



AQA City &amp; Guilds

CCEA

OCR Pearson

WJEC



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**

**JCQ Warning to Candidates poster**

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



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.