Priestley College

Candidate exam handbook

2017/18

This handbook is reviewed and updated annually

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| **Date of next review** | Oct 2018 |

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Introduction

Priestley College 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

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| * *To complement the candidate briefing in the Tutorial sessions* * *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 to any exams-related policies/procedures that are made available on Moodle, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.* |

# Coursework/controlled assessments/non-examination assessments

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| * *Relevant JCQ information for candidate documents - coursework, controlled assessments, non-examination assessments, social media (these documents are available on Website or can be accessed by links from the website)* * *When assessments will take place* * *How candidates are informed about their assessments* * *Any relevant deadlines that must be met (dependent on the assessment type)* * *How work is marked/assessed* * *When candidates are informed of their centre assessed marks\*\* (also refer to the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre’s marking)*   *\* “The centre agrees to... ensure that in relation to examinations, the JCQ Mobile Phone and Warning to Candidates posters are displayed in a prominent place for all candidates to see prior to entering the examination room…*  *… ensure that the JCQ Information for candidates (controlled assessments, coursework, non-examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place…*  *Candidates must also be made aware of the content of the JCQ Mobile Phone and Warning to Candidates posters…*  *N.B: It is permissible for each of the JCQ Information for candidates’ documents to be placed on the centre’s website and for the respective link to be e-mailed to candidates, with an appropriately worded message. The centre should follow this up with a briefing session or a special assembly led by the relevant Head of Year or an Assistant Head. The briefing session would reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework, non-examination assessments and/or controlled assessments.*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.7*]  *\*\* ” The centre must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre’s marking before marks are submitted to the awarding body.”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.8*]  \*\*\* *”The regulator’s definition of an examination is very narrow and in effect any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.”* [JCQ publication [*Instructions for conducting non-examination assessments*](https://www.jcq.org.uk/exams-office/non-examination-assessments) *, Foreword*] |

# Written exams

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| * *Candidates to check statement of entry that personal details and exam entries are correct* * *If candidate information is incorrect contact the exams office* * *Candidate to review their exam timetable, for dates and times of all exams/assessments including the exam rooms* * *Candidates to read the JCQ information for candidates – written examinations, social media etc, available vire links on Website* * *Exam room posters – Warning to candidates & Mobile Phone available on Website and outside exam rooms*   *\*” The centre agrees to…make arrangements to notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments…”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.*7] |

# On screen tests/ POP

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| * *Candidates to check statement of entry that personal details and exam entries are correct* * *If candidate information is incorrect contact the exams office* * *Candidate to review their exam timetable, for dates and times of all exams/assessments including the exam rooms* * *Candidates to read the JCQ information for candidates – on screen tests, social media etc, available on Moodle* * *Exam room posters – Warning to candidates & Mobile Phone available on Moodle* |

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

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| The exam timetable will highlight clashes with revised start and finishing times including lunchtime supervision   * *JCQ guidance on what constitutes a clash* * *What is not considered a clash (where one paper will be taken, followed immediately by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room)* * *How a ‘real’ clash is resolved* * *Supervision arrangements that will be put in place etc.* |

# Where you will take your exams

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| The main exam room is the Sports Hall with other classrooms being used as shown on the candidates’ timetable, including the seat number. Candidates will need to check arrangements up to and including the day of the exam on Portal as changes may be necessary due to organisational alterations that may need to be made. |

# What time your exams will start and finish

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| * *The exams start times are 9am for the morning and 1pm for the afternoon sessions* * *All candidates must remain in exam room for the full duration of the exam (excluding extra time)* |

# Supervision during your exams

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| * *Exams are supervised by a team of Priestley College Invigilators* * *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and other awarding bodies* |

# Exam conditions

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| * *Candidates are invited or escorted into the exam room* * *Candidates are under 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 other candidates* * *Information displayed in the exam room (centre number, start and finish times etc.)* * *Information relating to the completion of the front of their answer books (correct first name, surname, centre number, candidate number, paper details etc.)* * *Information regarding the use of additional answer sheets/answer books (correct first name, surname, centre number, candidate number, paper details etc.)* * *Additional booklets/sheets must be placed inside the original answer booklet* |

# Where you will sit in the exam room

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| The candidate’s timetable will highlight the seat number and room   * *Candidates are seated in numerical order, in the Sports Hall number 1 is located nearest the entrance door* * *Seat numbers are placed on top of the desks* |

# How your identity is confirmed in the exam room

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| All candidates must have their College ID, placed on top of the exam desk for verification. Adult students only, must have a photographic drivers licence or passport  ***Note***  *“A private, external or transferred candidate who is not known to the school or college must show* ***photographic documentary evidence*** *to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.”* [ICE 9.2]  *“In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.* ***Centres must inform candidates in advance of this procedure and well before their first examination****.*  *Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”* [ICE 9.3] |

# What equipment you need to bring to your exams

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| * *Candidates must bring a* ***black*** *pen, pencil and ruler and calculator if required, pencil cases must be transparent.* * *Candidates with access arrangements allowing for different coloured pens/paper /equipment will have made these arrangements with the Special Assessors on receipt of appropriate evidence from medical /other involved professionals* |

# Using calculators

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| * *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 prohibited by the awarding body’s specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.*    [Taken from [*JCQ Instructions for conducting examinations 2017-2018*](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)*, Section 3*, downloaded 2 October 2017] |

# What you should not bring into the exam room

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| *Candidates to fully comply with the Priestley College DO’s and DON’TS*   * *JCQ information regarding unauthorised materials (notice)* * *If the regulations are breached you may be disqualified* |

# Food and drink in exam rooms

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| Bottles of water only are permitted with the labels removed. No food or other drink is allowed unless permission is granted for medical reasons as indicated on care plans and approved by the Special Assessors/Inclusion Manager on receipt of appropriate evidence from medical or other professionals. |

# What you should wear for your exams

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| Normal College dress |

# Where your personal belongings will be stored during your exam

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| All mobile phones, smart watches and other web-enabled devices MUST be left at the LRC, obtaining a receipt. Coats and bags to be placed at the rear of the exam room |

# What to do if you arrive late for an exam

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| Candidates must phone College about expected lateness 01925 624450. If late, always enter the exam room quietly and speak to the Invigilator. |

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

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| * *If a candidate is unwell and unable to attend an exam, please phone College to explain the reasons for the absence* * *If a candidate is unwell but manages to attend the exam, inform the Invigilator and Progress Tutor where possible* * *If the candidate feels unwell during the exam, inform the Invigilator by raising your hand* * *If a candidate is absent from exams for illness or other acceptable reason please inform the College and Progress Tutor prior to the exam* * *Applications for special consideration can be made, however evidence* *must support a request. Please discuss with your Senior Tutor or Inclusion Manager in the first instance.* |

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

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| If an absence is unauthorised, exam fees may be charged to the candidate |

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

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| In the event of an evacuation, a continuous bell will sound. If your exam is in the Sports Hall or the Main Hall a Fire Warden will enter the room and instruct everyone to evacuate the building if required and candidates will be asked to leave all their belongings and escorted to Fire Assembly area 3 at the back of the Art Centre. For all other exam rooms candidates will be asked to leave all their belongings and escorted to Fire Assembly 1 or 2 depending on their location |

# Candidates with access arrangements

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| * *Candidates must be assessed by or have consultation with the Priestley College Access Arrangements Assessor, prior to access arrangements being granted* * *Candidates are informed of the approved arrangements in place and any instances when these arrangements may not apply* * *Special exam room arrangements will be visible on the exam timetables link in REMS Portal or REMS App but candidates will need to check arrangements up to and including the day of the exams as changes may be necessary due to organisational alterations that may need to be made.* |

# Alleged, suspected or actual incidents of malpractice

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| * *JCQ information regarding what constitutes malpractice\** * *“Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates”* [Taken from the JCQ publication[*Suspected Malpractice in Examinations and Assessments*](http://www.jcq.org.uk/exams-office/malpractice)]   *\*“The centre agrees to: … notify an awarding body immediately, by completing the appropriate documentation, of any alleged, suspected or actual incidents of malpractice …Notification must be made to an awarding body whether involving a candidate (during examinations or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications)…”* [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.11*] |

# Results

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| * *GCE provisional statements of results are released Thursday 16th August 2018 in hard copy and electronic format. Provisional results are subject to change, certificates are*   *the final record of candidate achievement*   * *Candidates can attend the Sports Hall at Priestley College from 8am on the 16/8/17. Electronic results are available in the REMS Portal/App from midday* * *Senior members of staff and representatives from subject areas are available throughout the day following publication of results* * *If candidates are unable to collect results, a proxy with personal photographic identification and a letter of authority signed by the candidate confirming the proxy’s name, may collect the results* * *Uncollected results slips are available at Student Services* * *GCSE provisional statements of results are released Thursday 23rd August 2018 in hard copy and electronic format. Provisional results are subject to change, certificates are the final record of candidate achievement* * *Results are available from 9am at Student Services*   \* *“The centre agrees to…distribute provisional statements of results to all candidates, either electronically or in hard copy, without delay and regardless of any disputes…”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.13*]  \*\* *“Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly.”*  [JCQ publication [*Post-Results Services, June 2017 and November 2017*](https://www.jcq.org.uk/exams-office/post-results-services)*, Section 4.1*] |

# Post-results services

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| * *The services available are (enquiries about results and appeals, access to scripts)* * *Requests for post-results services must be made through the College* * *Please see Priestley College enquiries about results and access to scripts procedures document 2018* * *Candidates will be informed of deadlines, fees and consent arrangements by April 2018* * *Candidate consent must be obtained for all enquires about results and access to scripts following the release of results*   *\*” The centre agrees to...have in place* ***written*** *procedures for how it will deal with candidates‘ requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services* ***before*** *they sit any examinations* ***and*** *the accessibility of senior members of centre staff immediately after the publication of results…”* [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.14*]  \*\* *“…ensure that candidates have provided their written consent for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results…”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.14*]  “*This permission must be sought only after the candidates have received their results for the respective examination series.”* [JCQ publication [*Post-Results Services*](https://www.jcq.org.uk/exams-office/post-results-services)*, Section 6.2*] |

# Certificates

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| * *Exam certificates are available from the last week of term in December 2018* * *Certificates can be collected from the Crescent reception* * *Certificates can be collected by Proxy, as the procedure for results above* * *Unclaimed certificates are retained for one year only* * *Lost certificates can be purchased via the exam board websites*   *\*” The centre agrees to...distribute certificates to all candidates without delay and regardless of any disputes…”* [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.15*] |

# Internal appeals procedures

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| See the Priestley College appeals procedure   * *Details of internal appeals procedures is available with the candidate handbook* * *Included is how to appeal (and how to request a review of the centre’s marking) and relevant timescales*   *\* “The centre agrees to…have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates...* *The centre* ***must*** *inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre’s marking* ***before marks are submitted to the awarding body****.”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.8*]  *\* “The centre agrees to...have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)”*  [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.14*] |

# Complaints and appeals procedure

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| See the Priestley College complaints procedure on the website [www.priestley.ac.uk](http://www.priestley.ac.uk) or obtain a copy from Student Services  *“The centre agrees to...draw to the attention of candidates and their parents/carers their* ***written*** *complaints and appeals procedure which will cover general complaints regarding the centre’s delivery or administration of a qualification.”* [JCQ publication [*General Regulations for Approved Centres*](http://www.jcq.org.uk/exams-office/general-regulations)*, Section 5.7*] |

Appendix 1

JCQ Information for candidates – controlled assessments

You **must** read this information if you are undertaking any legacy GCSE qualifications that contain elements of controlled assessment.

[Controlled assessments](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 2

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.

[Coursework assessments](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 3

JCQ Information for candidates – non-examination assessments/controlled assessments

[Non exams assessments](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

The Review of marking policy is available on the College website at [ww.priestley.ac.uk](http://www.priestley.ac.uk)

Appendix 4

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

[Onscreen tests.](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 5

JCQ Information for candidates – written exams

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

[Written exams](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 6

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.”*

[Privacy notice](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 7

JCQ Information for candidates – social media

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

[Social Media](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 8

JCQ *No Mobile Phones* poster

This poster will be displayed outside each exam room. You **mus**t 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.”*

[No mobile phones](https://www.jcq.org.uk/exams-office/exam-room-posters)

Appendix 9

JCQ *Warning to Candidates* poster

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

[Warning to candidates](https://www.jcq.org.uk/exams-office/exam-room-posters)

Appendix 10

Enquiries about results & appeals

Details of how to make an enquiry about external exam results including how to appeal marks can be found on the College website at <www.priestley.ac.uk>