



TRURO SCHOOL



Candidate Exam Handbook 2023/2024 Exam Series

Introduction

Truro School is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place and that they are also made aware of the required JCQ/awarding body instructions and information for candidates.

This handbook should be read in conjunction with the information supplied on the Truro School website, exams section: <https://www.truroschoo.com/parents/exam-information/>

The purpose of the candidate exam handbook is:

- to support/complement candidate assemblies
- to inform candidates about procedures regarding malpractice in examinations/assessments
- to inform candidates about the use of their personal data and copyright
- to ensure candidates are provided, in advance, with all relevant information about their exams and assessments
- 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
- to inform candidates, parents and guardians of relevant exam related policies/procedures
- to make candidates aware that an inspection from a JCQ inspector can, and will, be carried out at any time and without prior notice.

The Exam Team

Exams Officer	Mrs Burchell	kyb@truroschoo.com
Exams Assistant	Mrs Webster	glw@truroschoo.com
Assistant Head (Director of Studies)	Mrs Ellison	eke@truroschoo.com
SEN Lead	Mrs Fiol	vjf@truroschoo.com

If candidates need to get an urgent message to any member of the exams team, during the exam season, please call the front office on 01872 272763. The front office staff will notify the appropriate team member.

Malpractice

- To maintain the integrity of qualifications, strict regulations are in place. These are set by the joint council for qualifications (JCQ)
- 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:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions e.g. communicating, making noises and disturbing other candidates
 - Exchanging, obtaining, receiving, or passing on information (or attempting to) that could be examination related.
 - Offences relating to the content of candidates' work.
 - Undermining the integrity of examinations/assessments.

Malpractice in the exam room will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop. If the behaviour persists or there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Officer. Malpractice within the classroom whilst carrying out the non-examination assessment will be dealt with by the Subject Teacher and the Exams Officer.

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, candidates must read the [Information-for-candidates-Privacy-Notice.pdf](#)

Timetables

- A few weeks before the exams begin, candidates will be issued with an initial exam timetable.
- Candidates will need to check the information on the timetable carefully. If there are any errors, they must contact the Exams Officer as soon as possible.
- A more detailed timetable will then be issued nearer to the start of the exams, which will include details of which room each exam will take place and their seat number. (Candidates should also check the seating plans on display outside the exam venues daily in case of unavoidable last-minute changes)
- Exam room posters – [Warning to candidates](#) and [Unauthorised Items posters](#) will be displayed outside each room. Candidates should be reminded to look at these as they enter the room to remind themselves of the regulations (copies are available on the Examinations section of the school website and at the end of this booklet)

Timetable Clashes

- Occasionally a student may have a timetable clash which means that one, or more, of their exams need to be moved into a different time slot to the rest of the cohort. If this occurs, the student must remain under direct supervision until all rescheduled exams have been completed.
- During this supervision students will not be permitted to use any electronic devices or communicate with other students. Any revision materials wishing to be used in the break must be in books/on paper.
- If a student thinks they have a clash, their individual exam schedule will show the resolved/rescheduled clash. The final schedule should be studied closely to ensure they know where they need to be.
- An alternative day/time will not be given if they miss an exam.

Contingency Days

In the summer of 2019, a “contingency” exam day was introduced by all the awarding bodies. This contingency day was introduced because of the widespread sustained national and local disruption to examinations from the Manchester arena attack and the Grenfell tower incident. Following this, the JCQ decided there is a need to have an option to postpone any exam(s) in the event of a major incident to provide all students with a fair opportunity to sit an exam. **All students taking external examinations each year must be available up until and including the exam contingency day. Any student who chooses not to be available will not be given an alternative opportunity to take an exam that has been rescheduled to take place on the contingency day.** The contingency dates will be displayed at the bottom of the school exam timetable.

What time do exams start and finish?

- The exams will normally start at 9.15am for a morning session and 1.30pm for an afternoon session
- Candidates must make sure they arrive at **least 15 minutes before** the start of their exam.
- Candidates will not be allowed to leave the exam before the end. Please note that if the exam finishes before 10am in the morning or 2:30pm in the afternoon candidates will have to stay in the exam room under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Exam room conditions

- Bags are not permitted in the exam rooms. Candidates must ensure they have the appropriate equipment in a clear pencil case, wallet or small bag. Mobile phones **MUST** be switched off (not left on silent) and left in candidates' bags along with all other electronic devices and watches of any kind - smart or not! Candidates must have empty pockets. We reserve the right to spot check for prohibited items and may request students to empty pockets as appropriate.
- **Unauthorised items cannot be in a candidates' possession in the exam halls, even if switched off and they have no intention of using them. IT IS AGAINST THE REGULATIONS AND THE CENTRE IS COMMITTING MALPRACTICE IF WE FAIL TO REPORT AN INCIDENT. Any incident of this nature WILL be reported without hesitation.**
- Candidates will be under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the room. This means that **they must not talk to, attempt to communicate with or disturb other candidates once they have entered the room.**
- Candidates should find their seat quickly and quietly. There will be photo candidate cards placed on the desks to help students find the correct seat. Invigilators will help candidates if they can't find their seat. **Do not ask** another candidate.
- Candidates must listen to and always follow the instructions of the invigilator.
- The exam paper will have been placed on the desks before candidates enter the room. They must not attempt to look inside and read anything. **This is malpractice.**
- Candidates must not write anything on the front of the paper until they are advised to do so by the lead invigilator.
- At the front of the room, there will be a display showing the centre number, name/code of the exam, day, date and time. Candidates will need this information when they are asked to fill in the front of their exam paper.
- When filling in the details on the front of their exam paper, candidates **MUST** use their legal name and **NOT** their preferred name. If a signature is required, candidates must also enter this, it is very important.
- When the exam starts, the lead invigilator will display the start and finish times of the exam.
- If a candidate needs to leave the room because they are feeling unwell, they must put their hand up and an invigilator will assist them. Candidates are not allowed to leave the room on their own.
- Candidates make sure that they put their name, centre number, candidate number and question number on any additional sheets of paper used.

Supervision during exams

- Exams are supervised by a team of invigilators who are employed by the school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations.
- Invigilators are required to read an announcement at the start of every exam, even though candidates have heard it before!
- It is the job of the invigilator to watch students as they complete their exams. They will not approach candidates unless they think there is an issue, or a candidate puts up their hand for assistance.
- The invigilator cannot give candidates any help with their exam.
- Candidates should come fully equipped for every exam. **Spare equipment is not provided by the school.** Candidates must have their own calculator. A spare will only be provided should theirs fail to work.
- The Exams Officer and the invigilators are also responsible for making sure all exams go as smoothly as possible and that the process is fair for everyone.

How the identity of candidates is confirmed in the exam room

The exam desk will have a candidate card on it with a photo on it so that invigilators can identify candidates. **CANDIDATES MUST NOT REMOVE THESE OR DEFACE THEM.**

What equipment do candidates need to bring to their exams?

Candidates are responsible for bringing their own equipment with them for their exams.

Truro School will only provide essential items if there is a genuine reason for the student not having their own.

“I forgot my pen” is NOT acceptable.

Essential items:

- A black ball-point pen (must be black) and spares
- Pencil
- Ruler
- Eraser
- Highlighter (can highlight the question paper **but not answers**)
- Clear pencil case (not tinted)
- Scientific calculator (unless the exam does not allow a calculator) without a lid/cover. **PLEASE NOTE IF A CANDIDATE FORGETS THEIR CALCULATOR, THEY WILL NOT BE ISSUED WITH ONE,** a replacement will only be given as a result of battery failure.

Maths exams will also require the appropriate maths equipment.

Some exams may need coloured pencils. Subject teachers will be able to advise.

Calculators in exams

During an examination a calculator must not be able to offer any of these facilities:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information. This includes:

- databanks.
- dictionaries.
- mathematical formulae.
- 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.

Taken from [JCQ Instructions for conducting examinations 2023/24](#) Section 10

Truro School reserves the right to conduct spot checks on calculators during exams. Any students in possession of calculators found to have stored information will be reported to the awarding body. This is malpractice and may lead to disqualification.

What candidates should not bring into the exam room

It is very important that candidates do not enter the exam room with any unauthorised items in their possession. These items include:

- Mobile phones
- MP3/4 players
- Any watch (Smart or not!)
- iPods
- Any other similar electronic devices
- Earphones/earbuds
- Notes and study guides
- Own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Miscellaneous items such as make-up, glasses cases, lip salve, tissues, bus passes, lanyards, money and keys, student reports and exam timetables.

Truro School reserves the right to conduct spot checks and may request students to empty pockets at any time during exams. Any students in possession of unauthorised items may be reported to the awarding body. This is malpractice and may lead to disqualification.

Food and drink in exam rooms

- Candidates are allowed to take a small transparent (non-colour tinted) bottle of water into the exam. No fizzy drinks/squash will be permitted. Any labels must be removed from bottles before entering the exam room.
- Food is not permitted in the exam room unless for medical reasons which have been discussed with the Exams Officer in advance.
- If a candidate has any medication to take during the exam, please advise the Exams Officer in advance.

What should candidates wear for their exams?

- Full school uniform.
- Sixth Form - normal Sixth Form dress code.

What to do if a candidate arrives late for an exam

- Candidates must arrive at least 15 minutes before the start of their exam. Should a candidate find themselves delayed due to unforeseen circumstances - DON'T PANIC! Please phone the school office and they will get a message to the Exams Officer.
- If they are late, they will need to report to the front office immediately on arrival. A member of the exams team will meet them there. They MUST NOT go directly to their exam venue and enter unaccompanied.
- Late candidates will be given the full time allowed for their exam.
- If a candidate arrives extremely late for an exam (after 10am for a morning exam and after 2pm for an afternoon exam) they MUST ensure they are accompanied by an adult and MUST NOT have access to, or use, any form of technology. The responsible adult will be asked to sign a document to confirm these rules have been adhered to and the situation WILL be reported to the awarding body. Although the candidate will still be permitted to sit the exam, there is a chance that the exam board will reject the paper.

What to do if a candidate is unwell on the day of an exam

- It is important that candidates attend school for all exams unless they are seriously ill.
- If they are extremely unwell and cannot attend an exam, a parent/guardian must contact the school immediately. Candidates may need to provide medical evidence to confirm their illness.
- If a candidate feels unwell during an exam, they must put their hand up and an invigilator will assist them.
- If they feel unwell before the exam starts, they must tell the Exams Officer so that she is aware of the situation and invigilators can be advised.
- The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam, except in the case of an exam clash.

What happens if a candidate has an unauthorised absence from an exam?

Exams are extremely important, and it is vital that candidates attend all exams. If a candidate does not attend for an exam, they will receive a zero mark and their parents/guardians will be invoiced for the exam entry fee. On average, this is approximately £60 per exam but varies depending on the exam/exam board. Candidates should advise their Head of Year or Exams Officer of any issues they have around exam time.

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

In the event of an emergency, the invigilator will stop the exam and give instructions to candidates.

Candidates must:

- Stop writing and close the exam paper
- Stay seated until the invigilator advises to leave the room.
- Follow the designated invigilator to the pre-arranged meeting point

Candidates must not:

- Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators.
- Collect any personal belongings, unless advised to do so by the invigilators. If candidates do not follow these rules, they may not be allowed back into the exam room to complete their exam.

Candidates with access arrangements

A student's examination access arrangements (such as extra time or the use of a word processor) are determined by the Head of Learning Support (SEN). The arrangements are based on evidence of need which includes a formal assessment report by the Learning Support Department (or an external specialist teacher or an Educational Psychologist) and a portfolio of evidence. They can only be awarded based on a student's normal way of working.

Any Sixth Form student entering Truro School from the 5th Year of another school needs to have been reassessed in the Sixth Form before being awarded a concession for access arrangements. Those students only need a new report if they change schools and are also sitting new Sixth Form examinations.

New students entering the Sixth Form, who already have a Post-16 assessment relating to Sixth Form examinations, will not need to be reassessed.

The necessary arrangements for students with access arrangements are organised by the Examinations Officer in liaison with the Head of Learning Support (SEN) and, where necessary, the Assistant Head (Director of Studies).

Students who are entitled to an access arrangement but are unsure of how their access arrangement will work, should speak to a member of the SEN team.

Special Consideration (adjustment to marks or grades by exam board)

Special Consideration is an adjustment to marks or grades of eligible candidates. Only minor adjustments can be made. The maximum amount is 5% which is reserved for the most exceptional cases such as terminal illness of a close family member. The Exams Officer completes the necessary documentation and submits it to the awarding body. It is the awarding body who makes the decision about any adjustment to marks. Candidates should email Mrs Burchell (kyb@truroschoo.com) if they feel they qualify for a special considerations request.

English as an additional language and use of bi-lingual dictionaries

The use of bi-lingual dictionaries for students, whose first language is not English is only permitted by some awarding bodies for some subjects. Requirements for the use of bi-lingual dictionaries will be assessed by the EAL Co-ordinator, Mrs Horner (akh@truroschoo.com)

When are the exam results released?

A Level results day is Thursday 15th August 2024

GCSE results day is Thursday 22nd August 2024.

Further details regarding these days will be available on the school website near the time.

Post-results services

Enquiries about results decisions are made together with subject leaders where possible and the students' consent will be required before doing so. Parents cannot make requests – all requests must be made by the student. Further details will be provided ready for the results days and this information will also be available on the school website.

Exam Certificates

Exam certificates are produced by the exam board and sent to school. We will advise candidates once they are available for collection (usually mid – late November). Certificates are only required to be kept by the school for one year. Certificates will be available for collection by the student between the hours of 8am and 3.30pm Monday to Friday. If candidates require someone else to collect them on their behalf, written permission must be received from the candidate by the Exams Officer. The person nominated to collect a candidate's certificates will need to show ID.

Non-Examination Assessment (NEA)

Truro School will share the marks (not the grades) of NEA work with candidates ahead of submission to the exam board. Under exceptional circumstances (evidence of misapplication of the marking criteria), candidates have a window of opportunity to request a review of the centre's marking.

Complaints and appeals procedure.

Truro School has a policy in place regarding complaints and appeals relating to the delivery or administration of qualifications. The full exams policy can be found on the Exam information page on the [school website](#).

Candidates are strongly advised to read the linked documents below.

- [JCO Information for candidates – Written Exams](#)

This document should be read information before candidates take any externally assessed timetabled written exams.

- [JCO Information for candidates - Coursework](#)

This document should be read before candidates undertake qualifications that contain elements of coursework assessment.

- [JCO Information for candidates – Non-Examination Assessments](#)

This document should be read before candidates undertake qualifications that contain components of the non-examination assessment.

- [JCO Information for candidates – On-Screen Tests](#)

This document should be read before candidates take any externally assessed on-screen tests as part of their qualification(s).

- [JCO Information for candidates – Privacy Notice](#)

This document should be read as it contains details on how information about candidates is used.

- [JCO Information for candidates – Social Media](#)

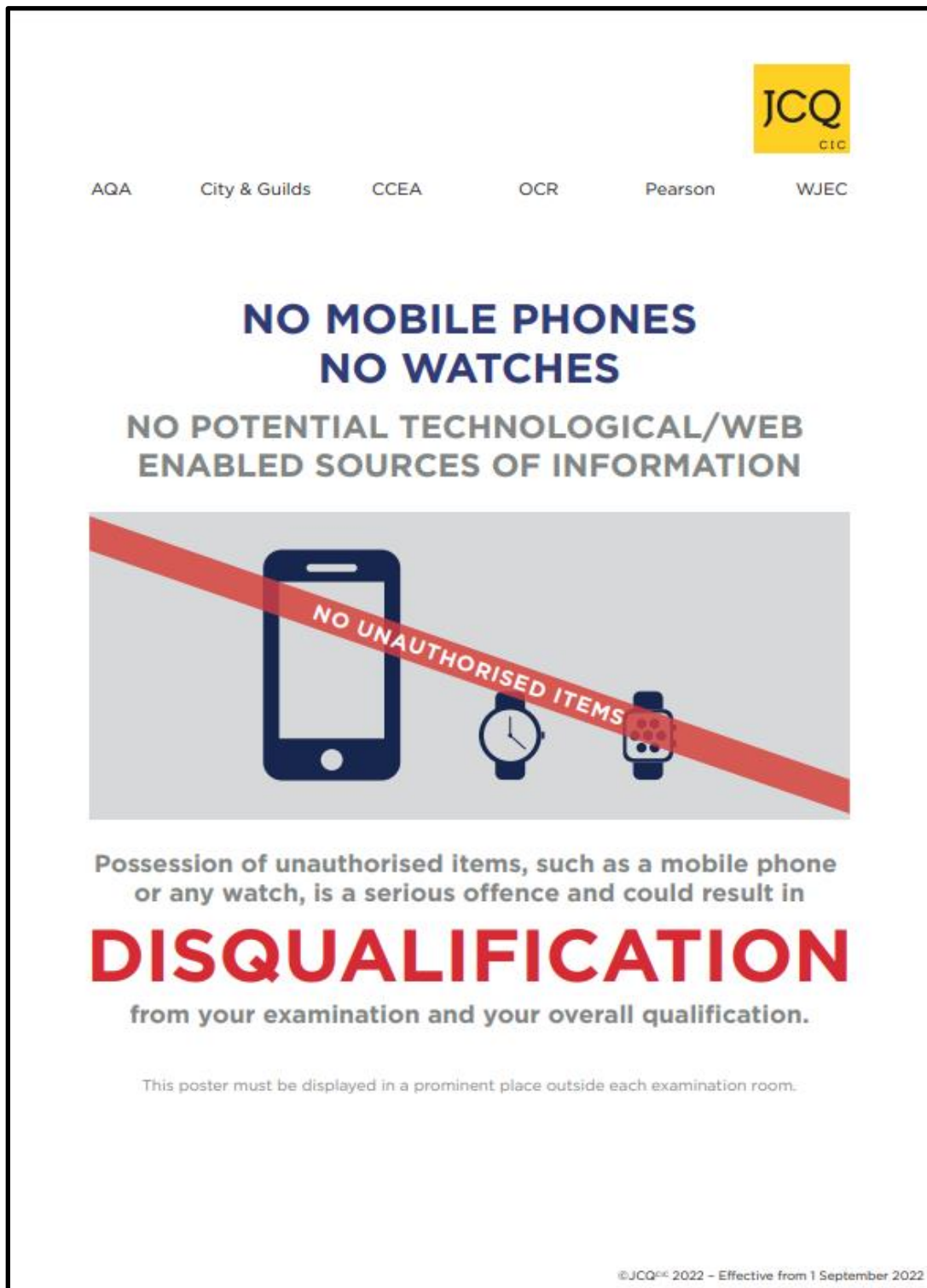
This document should be read to help candidates stay within examination and assessment regulations when using social media.

- [JCO On your exam day](#)

This document is a checklist that candidates may find useful.

JCQ Unauthorised Items poster

This poster will be displayed outside each exam room. Candidates **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.”



The poster features the JCQ logo in the top right corner. Below it, a horizontal line lists the following organizations: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main message is centered in large, bold, blue text: "NO MOBILE PHONES" and "NO WATCHES". Below this, in smaller grey text, it says "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". A central graphic shows a mobile phone, a wristwatch, and a smartwatch, all crossed out by a thick red diagonal line. The text "NO UNAUTHORISED ITEMS" is written in white along this red line. Below the graphic, the text reads: "Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification." At the bottom, a small note states: "This poster must be displayed in a prominent place outside each examination room." The footer contains the copyright information: "©JCQ^{PLC} 2022 – Effective from 1 September 2022".

JCQ
C.T.C.

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone
or any watch, 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.

©JCQ^{PLC} 2022 – Effective from 1 September 2022

JCQ Warning to Candidates poster

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

					
AQA	City & Guilds	CCEA	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.