



# Exams Handbook

SUMMER 2023



# Introduction

This booklet has been written to let you know about what to expect, and what is expected of you, when you sit your exams.

## Regulations

The school runs exams on behalf of the Joint Council of Qualifications (JCQ). The JCQ set the regulations and rules that both you, and the school, must conform to. It is important that you know what the rules are, and that you abide by them.

The JCQ Information for Candidates documents can be found on the school website under School Information > Exams > Information for Candidates.

Please read these documents carefully.

## Malpractice

Any breaking of JCQ rules is called Malpractice. The JCQ Inspector can, and will, come to the school at any time, without notice, to check that all the rules and regulations are being respected.

The Invigilation Team also have to report any possible malpractice to the Exams Officer who will report the candidate to the Exam Board. The Exam Board decide on the outcome of the malpractice investigation, the school has no influence.

Malpractice can result in a candidate being disqualified from the individual paper, the qualification or all qualifications.

Malpractice includes, but isn't restricted to...

- Any form of disruption or communication with other candidates in the exam room
- Having a mobile phone or any other electronic device with you in the exam room
- Introduction of notes into the exam room, this includes writing on hands and arms
- Refusal to follow instructions given by Invigilators

# Before the Exams

## Timetables

Near the time of your exams you will receive a timetable with showing the date, time, duration, room and seat number for each of your exams.

Please check it carefully. If you think something is wrong, contact the Exams Office immediately.

## Candidate Number

Each candidate has a four-digit candidate number, you will find yours on your exam timetable. This is the number you will need to enter on every exam paper you sit, please remember it!

## ID

You must have photo ID with you to be able to sit your exam.

Y10 & Y11      You must have your Yellow ID Card with you. If you do not have one, please ask at Reception. Make sure you get one before your exams begin, don't leave it until the last minute.

Y12 & Y13      You must bring your ID and lanyard with you.

## Equipment

It is your responsibility to arrive at your exam with the necessary equipment.

Two or more working black pens

Pencil, Ruler, Eraser

Calculator – please ensure your calculator meets the requirements set out in the document Jcq Calculator Regulations. This document is also available on the school website. Calculator lids are not permitted in the examination room.

Pencil cases must be clear (not tinted) and transparent.

# Exam Day

Check your timetable – make sure you know your room and seat number.

Arrive 15 minutes before the exam start time and wait quietly.

You must wear full school uniform and have your equipment and ID with you.

You may bring a bottle of water – the bottle must be resealable (no cups or cans) and all labels should be removed.

Toilet breaks are not permitted in the first 45 minutes or last 15 minutes of any exam paper so please go to the toilet before entering the exam room.

Every exam room is set out the same as below...

FRONT			
A1	B1	C1	D...
A2	B2	C2	
A3	B3	C3	
4...			

## Bags and Coats

If you are sitting in one of the main exam halls, there will be arrangements for you to leave your bag and coat in a secure room for the duration of your exam.

**Beal** Usually the Boys Changing Rooms – enter using the door at the top of the changing room near the KS4 Hall.

**Forest** Usually the Inclusion Room along the corridor from the Main Hall.

You must leave your mobile phone, your watch and any other unauthorised material in your bag. Empty your pockets into your bag to ensure you don't accidentally introduce notes into the Exam Hall which would be reported to the Exam Board as malpractice.

Lists of candidates are displayed outside each exam room. You can check the list if you are unsure of your seat number.

If you are sitting your exam in any other room, you may be asked to take your bag and coat in. It is vital that your mobile phone is switched off and left in your bag, along with your watch. Leave your bag and coat where the Invigilator asks you to.

## Starting your exam

As soon as you are in the exam room you are considered to be subject to JCQ regulations. Do not speak or in any other way communicate with another candidate once in the room. You must enter the room in silence.

Make your way to your allocated seat.

**It is vital that you sit in the correct seat.** If you find someone else there, tell an Invigilator.

Sit at your desk and put your ID, face up, in the top right hand corner of your desk.

The Invigilator will read out the JCQ Notice at the beginning of every exam and then tell you to start your exam.

## During the exam

Toilet Breaks are not permitted within the first 45minutes or the last 15 minutes of the exam. If you need to use the toilet at any other time, raise your hand and an Invigilator will accompany you.

## Extra paper

If you need extra paper to write on, raise your hand. Any paper that you are given will be returned to the Exam Board with your completed paper.

## Illness

If you feel ill during an exam, raise your hand and let an Invigilator know.

## At the end of the Exam

Attach any extra sheets that you have used to the back of your answer booklet using a treasury tag.

Sit quietly and hand your paper to the Invigilator who comes to collect it from you.

Remain in your seat until you are dismissed and then leave the room in silence.

All candidates will remain in the exam room until the end of the time allowed.

Remember that there may be other exams still in progress in neighbouring rooms so leave the area quietly.

## Emergency Procedures

If the fire alarm sounds during an exam, listen carefully to the invigilator and follow their instructions.

If you are evacuated from the exam room, you remain under exam conditions so do not communicate with anyone other than members of staff.

## If you are late...

**Please don't be late!** However, if you do arrive late go to your exam room and make yourself known quietly to the Invigilators. If they can, they will give you the full time allowed.

Please be aware though that the Exam Board may not accept work from a candidate that has arrived very late – if there is a danger that this is the case, the invigilators will bring you to the Exams Officer after your exam.

# Results

Summer 2022 Results will be made available to students on the following dates

A Level                      Thursday 17<sup>th</sup> August 2023

GCSE                         Thursday 24<sup>th</sup> August 2023

Results will be shared with students electronically either by email or via Edulink.

Information about collection of results from school will be given to candidates later in the year. Results will not be given or emailed to any person other than the candidate.

## Post Results Services

Candidates will be given full information relating to reviews of marking and recall of scripts on Results Days.

## Exam Certificates

Exam Certificates for the Summer 2023 season will be available from the Exams Office from 1<sup>st</sup> December 2023 onward. Again, information will be made available on Results Day.

**If you are experiencing difficulties and require support during the exam period, please tell your Head of Year or the Exams Officer so that we can help and advise you.**

## Absence from Exams

If you are going to be absent for an exam, this must be reported as soon as possible. Please contact the Pupil Absence line by 8am on the day of your exam by telephone and make it clear that you are due to sit an exam that day.

If you have a valid medical reason for your absence and can produce evidence from a Medical Professional it may be possible to request that the board generate a grade in your absence – there are however other criteria that need to be satisfied so please contact the Exams Office to discuss in full.

## Exams Team

Mr S Lake	Exams Manager	Beacon Multi Academy Trust
Mrs J Winter	Exams Officer	Beal High School
	exams@bealhigshschool.co.uk	
Mr R Davies	Exams Officer	The Forest Academy
	exams@theforestacademy.co.uk	

## Invigilation Team

The Trust employs a team of fully trained Exam Invigilators.

Students are expected to behave in a respectful manner towards them, and always listen to and follow their instructions.