



**CHAMBERLAYNE  
COLLEGE  
FOR THE ARTS**

**CANDIDATE GUIDE  
TO  
EXAMINATIONS**

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## **The information you will receive about your examinations and assessments**

For each examination series you will receive a timetable of your entries. You should check that the name printed on the sheet is correct and that the level of entry for each exam is the one you expect. Any errors should be reported to the Exams Officer immediately.

## **Information about coursework/controlled assessment**

Please see the attached 'Information for candidates – controlled assessments' document.

## **What to do if you identify you have an exam clash**

If candidates are taking two or more papers timetabled in the same session and the total time is more than three hours including extra time and/or supervised rest breaks, we may conduct an examination in a later or earlier session within the same day. During this time pupils must remain under supervision. The Examinations Officer will write to you and advise you of the revised time for each examination involved in the clash.

## **Where you will take your examinations**

The majority of pupils will sit their examinations in the Gym/Hall.

## **The time your examinations will start**

The published starting time of all general qualifications morning examinations is 9.00am, and the starting time of all afternoon examinations is 1.30pm. These are known as the morning and afternoon sessions.

The JCQ awarding bodies allow centres in the UK to start examinations by up to 30 minutes earlier than, or later than, the published starting time for the session. We will do this if we feel it provides a better fit with our timetabled day.

## **The equipment you need to bring to your examinations**

You should have a clear pencil case containing: Black pen, pencil, eraser, protractor, ruler, and a pair of compasses. You will also require a calculator for exams that permit their use. You should speak to the Maths department regarding the most appropriate calculator. Equipment can be supplied to candidates, however we cannot guarantee the availability of this to all candidates, particularly calculators.

## **What you should not bring into the examination room**

### **Potential technological/web enabled sources of information such as:**

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

**are not permitted.**

This means that:

- all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room **must** be see-through;
- any unauthorised items must be left in your bag and placed in one of the large cupboards situated by the main doors at the Student Reception. These will be opened prior to the exam starting and will then be locked until the candidates leave the examination. Any candidate who does not have a bag should obtain a zipped plastic wallet from the Student Centre prior to the exam, write their name on the card inside, place their mobile phone inside and hand it in at the Student Centre. **PLEASE BE AWARE THAT WE ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE CUPBOARD. THEY ARE LEFT AT THE CANDIDATES OWN RISK.**
- A drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that it is free from packaging and all labels are removed.
- Following the invigilator's announcement any mobile phones still in your possession or any other unauthorised items **must** be handed to the invigilator **prior to the examination starting.**
- **If candidates have access to unauthorised items in the examination room this may be considered as malpractice** and they could be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2016 to 31 August 2017. A copy of this can be viewed in the Exams Office.

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

**A candidate who arrives after the start of the examination** may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.**

### **What to do if you are ill on the day of an examination**

If you are unwell on the day, you should telephone the school as early as possible (7 a.m. onwards) to advise the Examinations Officer. You will be advised to visit a doctor and request a note stating why you are unable to attend the examination. The note should be sent in to the Exams Office at the earliest possible opportunity.

## **What will happen in the event of an emergency in the exam room**

The invigilator **must** take the following action in an emergency such as a fire alarm or bomb alert:

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present)
- Advise candidates to leave all question papers and scripts in the examination room.
- Evacuate the examination room and lead candidates to a place of safety .
- Candidates should leave the room in silence
- Make sure that the candidates are supervised as closely as possible whilst they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken and send to the relevant awarding body

## **Information about malpractice in examinations and the penalties imposed**

Malpractice can occur when a candidate does not abide by the rules set out by JCQ and the Examining Boards. Any reports of Malpractice are reported to the Examining Board and sanctions/penalties can then be imposed on candidates.

- some incidents are intentional and aim to give an unfair advantage in an examination or assessment;
- some incidents arise due to ignorance of the regulations, carelessness or forgetfulness in applying the regulations;
- some occur as a direct result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the exam is disrupted).

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to examinations and assessment need to be investigated. This is to protect the integrity of the qualification and to be fair to the centre and all candidates.

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
<b>Introduction of unauthorised material into the examination room, for example:</b>			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPhone, iPod, MP3/4 player)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

## Information about access arrangements for examinations

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'. You will be informed by the SENCO (Special Educational Needs Co-ordinator) if you are entitled to receive access arrangements.

## **Information about results day**

GCSE Results will be available to candidates on Thursday 24<sup>th</sup> August 2017. Reception will be open between 10 a.m. – 1 p.m. for you to collect your results. If you are unable to attend and wish someone else to collect them on your behalf, you will need to complete and return the candidate permission slip included in this document. Uncollected results will be retained by the school and can be collected at a later date.

## **Information about certificates**

Certificates will be issued to candidates at the School's Presentation Evening. This is usually held during the first two weeks in November. A letter will be sent to candidates inviting them to attend.

Certificates will be retained by the School if candidates do not attend Presentation Evening and can be collected at a later date if necessary.

## **Other Documents**

You will find attached a selection of documents which you should read carefully. They can also be viewed on the school website and the exam noticeboard in the main corridor:

<b>Information for Candidates</b>	Controlled Assessments
	On-screen Tests
	Privacy Notice
	Guidelines re use of the internet
	Written examinations
	Warning to Candidates

The following documents can be accessed on the School's website or obtained from the Exams Officer:

<b>Policies relating to Exams</b>	Internal and External Appeals re Marking of Coursework
	Complaints Policy
	Appeals Policy
	Malpractice and Maladministration Policy
	Reasonable Adjustments and Special Considerations

Any queries regarding examinations should be forwarded to Mrs G. Adams, Examinations Officer, in the first instance.

# Chamberlayne College for the Arts



## Candidate permission form

### Results collection

Results should be collected from the School on results day. Uncollected results will be held by the Exams Officer. If you require your results by either method below, please complete this form and return to Mrs G Adams (Exams Officer)

- Results should be sent to my postal address and I attach a stamped addressed envelope.
  
- I give my permission for my representative..... to collect results of my behalf. I confirm that my representative will provide photographic ID on collection.

**Candidate Signature:** ..... **Date:**.....