



# Blackfriars Academy

Centre Number 30270

Parent/Carer  
&  
Student Handbook

2018/19

This handbook is reviewed and updated annually

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**Candidate exam handbook template (2018/19)**  
Hyperlinks provided in this document were correct as at October 2018

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## Introduction

Blackfriars Academy 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

- ▶ To back up the information provided in the exam assembly
  - ▶ 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 ensure candidates and parents/carers are aware of the exams-related policies/procedures that are made available on the schools website

## Coursework/non-examination assessments

### Coursework

- ▶ Coursework is work that you produce at school and through written homework.
- ▶ The exam board will state what needs to be produced and will often set word limits.
- ▶ Any internet sources should be identified.

### Controlled assessment and examinations

- ▶ Controlled assessments means exam conditions but we set the date.
- ▶ Examinations are set externally and we have no control over the dates.

**You are allowed to know your teacher assessed marks for some qualifications and you can request a remark should this be necessary before the mark is sent to the exam board**

## Written timetabled exams

What you need to know:

- ▶ Your centre number is 30270
- ▶ Your candidate number - this will be on your exam desk should you forget it
- ▶ When your exams are – this is printed on your exam timetable. Personal details and exam entries need to be checked to ensure this information is correct.
- ▶ Your exam timetable will confirm which room you are in for your exam, along with the start time and length of exam
- ▶ Your timetable will confirm deadlines of controlled assessments and coursework

Please read the JCQ documents within this handbook regarding written exams, social media, items not allowed in the exam room and Warning to candidates poster. These can also be found on our website.

## Contingency day - Summer 2019

*"The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>*

*The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*

*Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan."* [ICE 15]

### Where you will take your exams

You will sit your exams in an appropriate room at the exam centre.

### What time your exams will start and finish

Exam boards set the date and time of written exams – these will either be 9.30 am or 1.30 pm

Exam boards will not reschedule dates of written examinations

### Supervision during your exams

- ▶ Exams are supervised by a team of invigilators
- ▶ Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc
- ▶ Sometimes a roving invigilator will enter your exam room. This is to check all exams are being run under strict exam conditions

### Exam room conditions

- ▶ You will be collected from the school hall and taken to your exam room
- ▶ You are under exam conditions from the moment you enter the exam room until the invigilator gives you permission to leave the room
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room and not talk to others
- ▶ The Centre Number, date, details of exam and start & finish time of the exam will be displayed inside the exam room

Please make sure you complete the front page of the exam booklet with your full name, Centre Number and Candidate Number, this includes additional answer.

### Where you will sit in the exam room

- ▶ There is a seating plan for all written exams. You will find your candidate details on your desk including a picture to help with identification by the invigilator.
- ▶ You may be in your own room depending whether or not you have been awarded access arrangements, for example reader, scribe, extra time.

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## How your identity is confirmed in the exam room

A candidate card will be placed on your desk. This will show your photograph and details of any Access Arrangements in place. The card will also confirm your Candidate Number and Centre Number.

## What equipment you need to bring to your exams

- ▶ Pens, pencils etc that you need to complete the exam within a CLEAR plastic pencil case OR held in place in a rubber band
- ▶ You may use a calculator in an examination unless not allowed by the exam board. This will be confirmed on the front page of the exam paper

## What you should not bring into the exam room

- ▶ Please see the JCQ posters highlighted in this handbook and available on our website
- ▶ No mobile phones or electrical devices are allowed in the exam room
- ▶ No watches are allowed in the exam room

Any of these items should be left in your school bag or at home. School bags are not allowed in the exam room and should be left outside of the room in a secure place agreed with your form tutor

## Using calculators

- ▶ *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.*

*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...”* [ICE 10]

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

### The candidate is responsible for the following:

- the calculator’s power supply;
- the calculator’s working condition;
- clearing anything stored in the calculator.

### Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

### **Food and drink in exam rooms**

- ▶ Water in a clear bottle is allowed into the room. Labels are to be removed.
- ▶ No food is allowed into the room unless required for medical reasons and this will have been agreed beforehand

### **What you should wear for your exams**

School uniform, unless agreed otherwise

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

- ▶ You can enter an exam up to 30 minutes after it starts. Any later and we cannot admit you.
- ▶ If you know you are going to be late for whatever reason please contact reception

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

- ▶ The examination boards cannot re-schedule exams for whatever reason. If it is a known hospital stay we can arrange that you can sit your exams in hospital
- ▶ If you are in no fit state to take an examination the board will be told and special considerations applied. We will need a letter from your doctor or hospital consultant or doctor

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

Dependent upon the reason, we may invoice your parents/carers for the cost of the exam entry

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

If there is an emergency, for example a fire bell, please follow the invigilator's instructions. Exam papers will be left on your desk and you will be escorted from the room and kept under strict exam conditions. If necessary we will contact the exam board and apply for special considerations to be applied.

### **What happens if I want to leave the room early**

- ▶ You can leave the exam room up to an hour before the examination ends BUT if the exam is an hour or less you have to stay for the duration of the exam. We do encourage you to remain in the exam until it is time for the exam to finish
- ▶ You are allowed to leave the examination room to go to the toilet if you absolutely desperate **but** someone has to escort you there and back. You do not get the time back that you have missed.

### **Candidates with access arrangements**

- ▶ Students will receive an exam timetable which will confirm both external written exams and coursework only qualifications. This will also show the Access Arrangements you have approval for.
- ▶ Access Arrangements are put in place and we will make sure you are roomed in an appropriate space.

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

Remember if you take any unauthorised material into an exam room, even if you do not use this, you are breaking a rule and could be disqualified.

### **Results**

- ▶ *Results will be available on Thursday, 22<sup>nd</sup> August 2019*
- ▶ *If you are unable to collect your results personally, we can post these to you. You will need to provide a stamped addressed envelope before school closes for the summer holidays.*
- ▶ *Should you wish someone to collect your results for you, we will need a letter from you giving your permission.*
- ▶ *Any results not collected will be available to you once school re-opens in September. You will need to collect these or provide a stamped addressed envelope.*

### **Post-results services**

Check your results. The school can ask for results to be checked by the exam board. There is usually a fee for this. This has to be completed by a deadline, therefore, a decision to check your results would need to be discussed on results day.

### **Certificates**

Certificates will be presented to you at our annual Celebration of Achievement Evening. You will receive an invitation to this event. Should you not attend the evening you will be asked to provide a stamped addressed envelope to allow us to post your certificates to you or arrange to collect them at a convenient time.

## **Appendix 1**

### **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.

The JCQ Coursework leaflet can be found on our website.

## **Appendix 2**

### **JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.

The JCQ Non-examination assessment leaflet can be found on our website.

## **Appendix 3**

### **JCQ Information for candidates – written exams**

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

The JCQ Written Exams leaflet can be found on our website.

## **Appendix 4**

### **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.*”

A copy of the Privacy Notice is on our website.

## **Appendix 5**

### **JCQ Information for candidates – social media**

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

A copy of the Social Media leaflet is available on our website.

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## Appendix 6

### 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.*”

A copy of the poster can be found on our website.

## Appendix 7

### JCQ Warning to Candidates poster

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

A copy of the poster can be found on our website.