



Malden Oaks
School & Tuition service

Making the **MOST** of everyday

Candidate Exam Handbook

2023/2024

Guidance for
Students and Parents/Carers

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Please read this booklet carefully and show it to your parents so that they also are aware of the examination regulations and procedures

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1) Introduction

Malden Oaks 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.

2) Purpose of the candidate exam handbook

- 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 etc.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies or procedures that are made available on the centre's website; for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

3) Coursework/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media can found on the school website
- Your teachers will advise you of when the assessments will take place
- There is a policy on the school website which explains how your assessed work is marked and how you will be informed of the marks awarded
- There is also an internal appeals policy procedure on the website, should you wish to appeal an internal assessment decision and request a review of the centre assessed marks.

4) Written timetabled exams

- Entries for your summer examinations are submitted to the examination boards in February
- Your timetable for your examinations will be given to you in March. It is your responsibility to carefully check that your personal details and exam entries are correct. Please speak to your Head of School if anything on your timetable is incorrect
- The examination regulations can be found as appendices to this document. Ensure you read and fully understand what is expected of you during your examinations. There could be severe consequences should you not adhere to the regulations.

5) Contingency days - Summer 2023

ALL STUDENTS MUST BE AVAILABLE AT SHORT NOTICE UNTIL WEDNESDAY, 26TH JUNE 2024, OR UNTIL THEY HAVE COMPLETED ALL OF THEIR EXAMS, SHOULD IT BE NECESSARY FOR AN EXAMINATION BOARD TO CHANGE THE DATE OF ONE OF THEIR EXAMINATIONS

- The designation of 'contingency days' 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.
- For the June 2024 exams, the awarding bodies have introduced two additional half-day contingency sessions. These are on Thursday 6th June 2024 and Thursday 13th June 2024. The standard contingency day remains at the end of the timetable, being scheduled on Wednesday 26th June 2024. This is consistent with the qualification regulators' document 'Exam system contingency plan: England, Wales and Northern Ireland'.

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

6) On-screen tests

- You will be advised of any on-screen tests for which you have been entered
- Examination regulations applicable to these tests can be found as an appendix to this document. Ensure you read and fully understand what is required of you during these examinations.

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

- In the unlikely event of a timetable clash the school will inform you of any revisions they will make to your exam timetable.

8) Where you will take your exams

- Examinations will take place at the Dukes Centre, The 6 Oaks Centre or the Norman Jackson Tuition Centre, unless other arrangements have been made
- Any necessary changes will be notified to you.

9) Supervision during your exams

- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

10) Exam room conditions

- Ensure you arrive promptly for your examinations
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator

- You must listen to and follow the instructions of the invigilator at all times in the exam room
- You must not communicate with other candidates
- The Centre no. (14408), subject title, paper no. date, duration, start and finish times will be displayed in the exam room
- Do not complete the front of the answer booklet until instructed to do so by the invigilator
- Do not open the exam paper until instructed to do so by the invigilator
- The invigilator will announce when you may begin to write your answers.

11) What equipment you need to bring to your exams

- Malden Oaks provides everything that you will need to complete your exam, this includes calculators for those exams where they are permitted.

Using calculators

- Candidates may use a calculator in an examination unless this is 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.

[Taken from [JCQ Instructions for conducting examinations 2023-2024](#) Section 10]

12) What you should not bring into the exam room

- Unless listed on the question paper, notes or books are not allowed to be brought into the exam room
- Mobile phones and smartwatches are not allowed
- All other watches must be removed and handed in
- Full details are given in the 'Information for Candidates' in the appendices. Please read and ensure you understand the instructions.

13) Food and drink in exam rooms

- Food is not allowed in the examination room
- You may bring cold drinks into the room. Bottles must be clear plastic and all labels must be removed from drink containers.

14) Where your personal belongings (bags, coats, unauthorised material, including switched off mobile phones) will be stored during your exam

- ☐ Bags and coats will be kept/stored at the front or back of the room
- ☐ Mobile phones will be kept in reception.

15) Starting Times

- ☐ Morning examinations start at 09:00 and afternoon examinations start at 13:30
- ☐ You are responsible for checking your own timetable and arriving at school on the correct date and time
- ☐ You must wait quietly and enter the examination room only when instructed to do so.

16) What to do if you arrive late for an exam

- ☐ If you are delayed on the way to school and you are likely to be late for an examination, you should contact your Head of School
- ☐ Within 1 hour of the start time or before the finish of an exam which lasts less than 1 hour: report to reception and you will be taken to your exam room. You will be allowed the full time for the examination
- ☐ If you arrive very late, more than 1 hour or after the exam starts, or after the exam ends (whichever is sooner), consideration will be given as to whether or not you are able to take the exam. Should the exam go ahead, it will be necessary to report your late arrival to the exam board, with the reason for your late arrival and the exam board will take the decision as to whether or not to accept your script.

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

- ☐ If you are unwell on the day of the exam and unable to attend, your parent/carer must inform the your Head of School as soon as possible
- ☐ Obtain a letter/note from your doctor detailing your illness and forward to the examinations officer within 7 days
- ☐ An application for special consideration may be submitted to the exam board, along with the evidence provided for the absence
- ☐ If you are unwell but manage to attend the exam, inform your Head of School on your arrival
- ☐ If you become unwell during an exam, raise your hand and inform the invigilator.

18) What happens if you have an unauthorised absence from an examination

- ☐ If you have an unauthorised absence from an examination, you will receive no marks for the examination, which in turn will severely affect the final mark you will receive for the subject.

19) During the exam

- ☐ All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated as it will be forwarded to the examiner
- ☐ If you have a query or problem, raise your hand and wait for an invigilator to come to you. Invigilators cannot discuss the examination paper with you or explain the questions
- ☐ Sit looking at the front at all times – not sideways
- ☐ Use your time carefully. There will be a clock in the examination room and a notice showing the starting and finishing time of your exam
- ☐ Read all instructions carefully and number your answers clearly
- ☐ You must stay in the examination room for the whole duration of the examination. If you complete your paper within the allocated time and have checked your work, you must sit in silence and on no account disturb other candidates
- ☐ Toilet breaks **may be** permitted for examinations, and you may be allowed extra time to compensate for your temporary absence
- ☐ **Do not draw graffiti or write comments on examination papers** – if you do the Awarding Body may refuse to accept your paper.

20) What happens in the event of an emergency in the exam room

- ☐ Remain in your seat and you will be given clear guidance from the invigilator in the room
- ☐ If the fire alarm sounds during an examination, the invigilator(s) will tell you what to do. Please do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

21) At the end of the examination

- ☐ At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose sheets of paper, place them in the correct order. Ensure your name and candidate number are written on each additional piece of paper or booklet
- ☐ An invigilator will collect your exam papers before you leave the room. Absolute silence must be maintained during this time
- ☐ Remain seated in silence until told to leave the examination room. Leave the room in silence and show consideration for other candidates who may still be working. Do not talk until you are well away from the examination room.

22) Candidates with access arrangements

- ☐ Some students are entitled to special arrangements. The entitlement is given following an assessment and because it is the candidate's normal way of working within the school

- Your Head of School will advise you if you have been allocated any special arrangements.

23) Special Consideration

- Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases)
- Any adjustment is likely to be small and no feedback is ever provided
- Candidates will only be eligible for consideration if they have been fully prepared and covered the whole course but performance in the examination, or in the production of coursework, is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis
- The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

24) Alleged, suspected or actual incidents of malpractice

- 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper
- All cases of suspected malpractice will be investigated by the Head of Centre and the Examinations Officer and will be reported to the awarding body
- The awarding body will oversee all investigations into suspected or alleged malpractice and will withhold the issuing of results until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it
- The awarding body will apply sanctions and penalties, see Appendix 9, in cases of proven malpractice and will report the matter to the regulators and other awarding bodies in accordance with the regulators' General Conditions of Recognition
- The awarding body will consider reporting the matter to the police if suspected or proven malpractice involves the committing of a criminal act
- Examples of malpractice: These examples are not an exhaustive list and other instances of malpractice may be considered by the awarding bodies at their discretion.
 - the alteration or falsification of any results document, including certificates;
 - a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
 - failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
 - collusion: working collaboratively with other candidates, beyond what is permitted;
 - copying from another candidate (including the use of technology to aid the copying);
 - allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment

- the deliberate destruction of another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor.

25) Results

- Results will be available for collection from the school (Dukes Centre site only) on Thursday 22nd August for GCSE and Cambridge National exams, and on 15th August for A and AS level exams. Students will be given a specific time slot to attend the school to receive their results
- Members of staff will be available to provide support and guidance to students who require it
- If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to the school before results day
- If you do not collect your results or make other arrangements as above, you will receive notification through the normal post
- No results will be given out by telephone under any circumstances.

26) Post-results services

- Any concerns with regard to your results should at first be discussed with your Head of School and/or the subject teacher

- Advice will be given on the viability of submitting an enquiry about your result
- Requests for an enquiry must be submitted, **with a signed candidate consent form**, to the Examinations Officer, as soon as possible, and by the latest Wednesday, 11th September
- ***In general we recommend that a review would be unwise unless we advise to the contrary.***

27) Certificates

- Certificates will be received at the school by 11th November
- ***Any certificates not collected may be destroyed after 12 months***
- Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect them, you will need to obtain duplicates from the relevant Awarding Body, which costs in the region of £40.00 or more per certificate.

28) Internal appeals procedures

- Malden Oaks will inform you of your centre assessed marks prior to submission to the Awarding Body
- If you do not agree with the marks awarded, you have a right to request a review of the marking before the marks are submitted
- Please see the School's web site for our '[Exams Internal Appeals Procedure](#)'.

29) Complaints and appeals procedure

- Details of the centre's complaints and internal appeals procedures to manage disputes when a candidate disagrees with a centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal, can be found on the school website under exams policy '[exams complaints and appeals policy](#)'.

30) Word-processing statement

- See the school's word processing policy, which is available on the school's website:

[Malden Oaks School - Exams Word Processor Policy](#)

Further Information from JCQ can be found at these links:

[Appendix 1: Information for candidates – coursework – 2023-2024](#)

[Appendix 2: Information for candidates – non examination assessments 2023-2024](#)

[Appendix 3: Information for candidates – on-screen tests 2023-2024](#)

[Appendix 4: Information for candidates – written exams 2023-2024](#)

[Appendix 5: Information for Candidates – Privacy Notice 2023 – 2024](#)

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[Appendix 8: Warning to Candidates poster](#)

[Appendix 9: Suspected Malpractice Policy & Procedures 2023 - 2024](#)

Malden Oaks Exam policies

The full list of the school's exam policies are available on the school website:

[Malden Oaks School - Exam Policies](#)