



# Exams Candidate Handbook

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## Colne Primet Academy Candidate handbook for examinations

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask Mrs Bannister (Exams Officer), Mrs Leak (Assistant Principal) or Mrs Brown (Deputy Principal).



## A. Regulations - Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once you have entered the examination room. Communication can be non-verbal; e.g. smiling, making eye contact
8. You must not write inappropriate, obscene or offensive material or graffiti on your exam paper.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam



## B. Information - Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. For all morning exams, make sure that you are at school by 8:45am and for all afternoon exams, make sure that you are at school by 1pm
2. If you arrive late for an exam, report to the Exams Officer, Mrs Bannister, Assistant Principal, Mrs Leak or Mrs Brown, Deputy Principal.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it and it will be reported to the examination board.
4. Exams can only be taken on the time/date specified. No exams will be rearranged or taken at a later date
5. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.



6. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs.
3. School will provide calculators for all students. If you are bringing your own calculator, please show it to Mrs Leak, Assistant Principal, Mrs Brown, Deputy Principal, or Mrs Bannister, Exams officer, when entering the exam for it to be checked.
4. Do not use a dictionary or computer spell checker unless you are told otherwise

## D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### 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.



## E. Advice and assistance

1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell Mrs Bannister, Exams Officer, Mrs Leak, Assistant Principal, Mrs Brown, Deputy Principal or an invigilator.
2. Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well or have been unwell prior to the examination
  - (c) you need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2. Do not leave the exam room until told to do so by the invigilator.
3. Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
4. You must remain in exam conditions until you leave the examination room

## G. Candidate 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.

Any candidate suspected of malpractice will be reported to the examination boards.

Sanctions can include:

1. warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all 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.





## Possible sanctions for malpractice

	Type of offence	Warning (Sanction 1)	Loss of marks (Sanctions 2-4)	Loss of certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:	Blank paper	Used for rough work	Used for final answers	
	Calculators or dictionaries when prohibited to be used	Not used in the examination but brought into the exam room	Used or attempted to be used	
	Bringing notes into the exam room	Where the content won't help the subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
	Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
	Type of offence	Warning (Sanction 1)	Loss of marks (Sanctions 2-4)	Loss of certification opportunity (Sanctions 5-9)
Breaches of examination conditions	A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
	Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
	Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property



	Type of offence	Warning (Sanction 1)	Loss of marks (Sanctions 2-4)	Loss of certification opportunity (Sanctions 5-9)
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):	Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to a question
	Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
	Type of offence	Warning (Sanction 1)	Loss of marks (Sanctions 2-4)	Loss of certification opportunity (Sanctions 5-9)
Offences relating to the content of candidates' work	The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, nonexamination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.



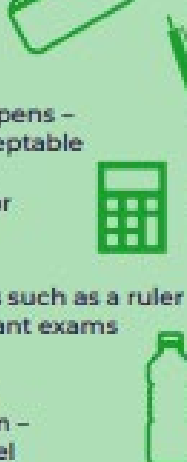
# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam


## What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
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## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

## What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
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## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2023