



Ribblesdale
High School

A foundation for success
since 1932

Candidate Exam Handbook

2021/22

Dear Year 11 Pupil

It is the aim of Ribblesdale High School to make the exam experience as stress free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of the exams and Ribblesdale High School is required to follow them precisely. Pupils should be familiar with the JCQ regulations as outlined in the booklet.

If you or your parents/carers have any queries or need help or advice at any time before, during or after the exams please contact me by telephone on 01200 420408 (direct line) or email exams@ribblesdale.org

Please remember that we are here to help you during this important time at Ribblesdale High School.

Finally, we would like to take this opportunity to wish you the very best of luck with your exams and for the future.

Yours sincerely

Mrs Janine Brown
Exams Officer

Introduction

Ribblesdale High School 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 this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- 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 exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.

To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of **malpractice** will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

You need to know that the following would be malpractice:

- *copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;*
- *collusion: allowing others to help produce your work or helping others with theirs;*
- *asking others about what questions your exam will include (even if no one tells you);*
- *having or sharing details about exam questions before the exam - whether you think these are real or fake; or*
- *not telling exam boards or your school/college about exam information being shared.*

Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice which is located at the back of the handbook

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework assessments/non-examination assessments

Ribblesdale will notify candidates of their examination entries and the dates and times of their examinations/assessments. The links for the JCQ *Information for candidates* (coursework, non-examination assessments, on-screen tests, social media and written examinations) are listed at the back of the booklet and also available on the school website.

Written timetabled exams

- Candidates will receive a statement of entry (to check that personal details and exam entries are correct)
- If any information is incorrect please email exams@ribblesdale.org
- Candidate will receive an exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.

Contingency day - Summer 2022

The awarding bodies have designated June 29th, 2022, as a contingency day for examinations summer 2022. The designation of a contingency day within the examination timetable is in the event of national or significant local disruption to examinations.

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

- The exams officer will contact you directly to confirm arrangements that have been put in place should you have a clash of timetabled exams

Supervision during your exams

- Exams are supervised by a team of external invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times
- Please note the invigilators cannot discuss the exam paper with you or explain the questions

Exam room conditions

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates

What equipment you need to bring to your exams

- Make sure you have all the correct equipment before your exams
- 2 x black pen
- 2 x pencils
- 1 x ruler
- 1 x eraser
- 1 x pencil sharpener
- Calculator
- DO NOT USE erasable pens or correcting fluid

What you should not bring into the exam room

- Mobile phones
- Watches
- Electronic devices
- Food
- Water **MAY** be brought into the exam room in a CLEAR PLASTIC BOTTLE WITH THE LABEL REMOVED

What to do if you are absent for an exam

- If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help/ advise you
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the pupil/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.
- Pupils who miss any element of an exam without supporting medical evidence will have to pay the full cost of the component
- Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

Results

- Results day is **Thursday 25th August 2022**
- GCSE results will be available for collection from the sports hall from 9am for Year 11, and from 10am for Year 10. Please enter the hall via Turner Street car park entrance
- Results tables will be organised in alphabetical order, by surname and will be clearly labelled
- Members of SLT will be available in school immediately after the publication of results
- We hope that you will be able to collect the results in person, however if you are unable to collect on the day alternative plans can be made **if you let us know in advance**
- Results can be sent to you via email. Please supply your e-mail address.
- Results can be sent to you by post. You must supply a stamped addressed envelope should you wish this to happen
- Results can be collected on your behalf. If this is the case you need to provide written permission in advance

Certificates

- Certificates will arrive in school from the exam boards in November.
- Candidates will be contacted by school with arrangements for distributing certificates

JCQ Information for candidates - coursework

You **must** read the information in the link below if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates - Coursework 2021-2022 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – non-examination assessments

You **must** read the information in the link below if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2021-2022 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – on-screen tests

You **must** read the information in the link below if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates – on-screen 2021-2022 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – written exams

You **must** read the information in the link below before you take any externally assessed timetabled written exams.

Information for candidates – written exams 2021-2022 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – social media

You must read the information in the link below to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media Effective from 1 April 2020 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ *Unauthorised items 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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates poster*

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

Warning to candidates (©JCQ 2021 – Effective from 1 September 2021)

<http://www.jcq.org.uk/exams-office/exam-room-posters>

PLEASE NOTE THAT ALL DOCUMENTS REFERRED TO IN THE LINKS ARE AVAILABLE TO VIEW ON THE SCHOOL WEBSITE

Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to your **Form Tutor by Tuesday 19 April 2022.**

If there is anything you do not understand, you should ask Mrs Brown, Exams Officer for clarification.



Candidate Exam Handbook

NAME:

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2021-2022 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature:

Date of signature: