



# **ST BENEDICT'S CATHOLIC COLLEGE**

## **Examination Handbook 2023 – 2024**



### **Hints, Tips,**

# Rules and Regulations

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Dear Student

St Benedict's Catholic College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Please keep this booklet in a safe place so that you can refer to it at any time.

If you have any exam related queries, please email me at the email address below.

**Mrs L Luaces-Fernandez**

**Exams Officer**

[L.luaces@stbenedicts.essex.sch.uk](mailto:L.luaces@stbenedicts.essex.sch.uk)

### **Purpose of this handbook**

It is the aim of St Benedict's Catholic College to make the examination experience as stress-free and successful as possible for all candidates.

This booklet has been designed to help you understand the format of the examinations and to remind you of all the essential things you need to do to prepare for your exams. It also includes all the rules and regulations that you are required to follow.

A copy of this Booklet has also been emailed to your school account.

This booklet contains

- Supporting information from assemblies
- Information about malpractice in examinations/assessments
- Information about the use of your personal data and copyright
- All relevant information about exams and assessments in advance of any exams/assessments being taken
- Copies of relevant JCQ information for candidates documents and exam room posters
- Information to candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of
- Exam room posters – Warning to candidates, Unauthorised items. These are also available on the school website.
- Information about results day.

## On the Exam Day

- Make sure you are up on time. Set your alarm clock earlier than usual to avoid stress.
- Have a sensible, nutritious breakfast that will sustain you.
- Bring with you a clear bottle with no writing on it, containing water **only**.
- Candidates are responsible for checking their own **timetables** and arriving at the college on the correct day at the correct time, appropriately dressed and equipped. Morning examinations **usually start at 9.00 am** and afternoon examinations **usually start at 1.20 pm**. **Candidates must arrive at least 15 minutes prior to the start of their examinations**. If a student arrives 'very late' for an examination, the exams officer will brief them on the examination regulations. The centre may allow the student to sit the examination, but it is possible the examination board may not mark the paper if they feel the integrity of the examination has been affected.
- Seating Plans are always on display outside the examination room so that candidates can double-check where they will be seated before entering the exam venue.
- You are under **formal exam conditions** from the moment you enter the room in which you are taking your exam until the point at which you are permitted to leave.
- **No notes, mobile phones, ear buds, headphones or watches**. Do not take notes or technology such as mobile phones or watches into the exam room. These can be left in your bag in the locker room or handed in before you enter the exam room.
- **Please do not write on the examination desks**. This is regarded as vandalism and you will be asked to pay for any damage caused. Desks are checked after each examination.
- **Do not write on your examination paper until instructed to and then only write what you are told to** by the invigilator. **Do not** write notes before the exam start time as this could result in Malpractice.
- **Do not draw or graffiti or write offensive comments on examination papers** – if you do, the examination board may refuse to accept your paper.
- **Listen carefully** to the instructions and notices that are read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- **Check you have the correct question paper – check the subject, paper and tier of entry. If you are unsure if you have the correct paper, report it to an invigilator immediately.**
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination venue for the full duration of the examination. You will not be permitted to leave the examination venue early. If you have finished the paper use any time remaining to check over your answers.
- Invigilators are in the examination venue to supervise the conduct of the examination on behalf of the JCQ exam board. They will distribute and collect the examination

papers, tell candidates when to start and finish the examination, hand out additional answer sheets when and if required and deal with any problems that occur during the examination.

### **What equipment you need to bring to your exams**

It is your responsibility to ensure that you are correctly equipped for your examinations; this includes **BLACK PENS** and bringing calculators, rulers, pencils etc where necessary.

Have **all** your **equipment** - this must be in a **clear plastic pencil case** or plastic bag - opaque pencil cases and tins will not be allowed in the examination venue. If you bring a glasses case in this must be left open on the table or placed under the table.

### **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 allowed or not. If the instructions do not include such a statement, calculators should be 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.

If you have any questions relation to the use of calculators you can refer to the JCQ frequently ask questions guide or speak to your teacher

[https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators_FINAL.pdf)

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

See Appendix 5 & 6. Posters are displayed outside all exam rooms.

**No notes, mobile phones, ear buds, headphones or watches.** Do not take notes or technology such as mobile phones or watches into the exam room. These can be left in your bag in the locker room or handed in before you enter the exam room.

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

Bring with you a clear bottle with no writing on it, containing water **only**.

If you have any medication you need to take please make the invigilator aware of this

If you wish to bring tissues in they must be out of the packet but tissues are available in the rooms

### **Where your personal belongings will be stored during your exam**

All bags, coats, unauthorised items including switched off mobile phones, watches, etc, will be stored in the Sports Hall changing rooms. These will be locked during the exams.

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

If a student arrives 'very late' for an examination, the exams officer will brief them on the examination regulations. The centre may allow the student to sit the examination, but it is possible the examination board may not mark the paper if they feel the integrity of the examination has been affected.

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

If you experience difficulties during the examination period, please inform the exams officer at the college at the earliest convenience; she will be able to help or advise you.

If you are unwell, it is always better to attempt an exam and then ask for what is called '**special consideration**' because you were unwell. Please speak with Mrs Luaces-Fernandez in the exam office who will make the necessary arrangements for you to attend the exam.

Unfortunately, sometimes a candidate is too unwell to attend. When this happens, you must inform the college that morning. **In case of lateness or illness**, please contact the college on **01206 549222** as soon as possible.

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

In the event of an emergency, please remain seated and wait for instructions from the invigilator.

### **Malpractice**

Make sure you are clear on the rules for exams and what is expected of you before, during and after the examination.

Students were all sent copies of The JCQ information for candidate's documents – Written and Non-examination assessment in November 2023. These are also available on the school's website.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.
- your information maybe shared with other awarding bodies

**Your awarding body will decide which penalty is appropriate.**

### **Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

### **Research and using references**

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>) 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously...

The school's full policy on Malpractice is available on the school website

<https://www.stbenedicts.essex.sch.uk/assets/Documents/Attachments/Malpractice-Policy.pdf>

### **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 Appendix 3.

## Coursework assessments/non-examination assessments

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not share** it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Written timetabled exams

All students will receive an individual examination timetable showing their own specific examinations.

### Check your timetable so that:

- You know which examination subjects/papers you have been entered for. Query anything you do not think is correct. Talk to your teacher or the exams officer.
- **Check that your name** is printed correctly as this will appear on your certificates.
- Know your exam number, four digits – you will be quoting this number many times! It will appear next to your name on seating plans and examination registers.
- Included on the timetable is the tier of entry (Foundation or Higher), as appropriate, the date, start time and duration of examinations. The Exam Board and Level (GCSE) are also indicated. If you think there is a problem with your examination timetable, please see the exams officer immediately. In addition, you will have your location (seat allocation) and the venue; most exams take place in the Sports Hall. Please keep a record of where you will be sitting as this will help on the day of the examination.
- Students sometimes have a clash where two, or even three, subjects are timetabled at the same time. The exams officer will make special timetable arrangements for these students and confirm by letter where necessary.

## Contingency sessions - Summer 2024

Contingency Dates are: 6<sup>th</sup> June afternoon, 13<sup>th</sup> June afternoon and All Day 26<sup>th</sup> June. Students need to make sure they are available on these days.

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

If a timetable clash has been identified the exam officer will be aware. The exam officer will speak to the student to explain the process and discuss the options.

Students sometimes have a clash where two, or even three, subjects are timetabled at the same time. The exams officer will make special timetable arrangements for these students and confirm by letter where necessary.

## Results

Results day is on Thursday 22<sup>nd</sup> August 2024. Information about timings will be available from the school's website and social media sites.

Centre staff will be available to discuss any questions you may have.

Candidates that attend the centre will receive individual result slips. If you would like these sent via email, you will need to provide the exam officer with your personal email address prior to the results day to arrange this. If you would like them posted to your home address; candidates need to provide self-addressed envelopes.

Results can only be shared with the candidate, unless written consent is provided to the exam officer prior to results day.

## Post-results services

### Reviews of Marking (ROM)

ROM may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. **The consent of the candidate is required before any ROM** is requested to the examination board.

If a result is queried, the exams officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of the marks. When the centre does not support a candidate's or parent's request for an ROM, a candidate may apply to have an enquiry carried out. There is a charge for this service and this will need to be settled before the ROM can be applied for. In certain circumstances the Head of Centre may waive this charge.

### Access to scripts.

Centres may request copies of scripts to support reviews of marking or to support teaching and learning. The candidate's permission must be gained before submitting a request. Forms to request this are available from the exam officer on results day or by email request.

Further information will be available about post results services on the link below.

<https://www.jcq.org.uk/exams-office/post-results-services/>

## Certificates

Certificates are presented in a special awards ceremony for students on the 28<sup>th</sup> November 2024. If students are unable to attend, they may arrange to collect their certificates in person after this date.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised in writing to do so.

Certificates can be sent to candidates by registered mail on receipt of the correct postage.

The centre retains certificates for one year.

### **And finally, ...**

Students are always welcome to email the exams officer at any time with questions, suggestions, or problems about the examination system.

**Good luck with all your examinations!**



## APPENDIX 1

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

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment. *A copy was emailed to you in November 2023 or is available from the school or JCQ website*

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

Information for candidates – non-examination assessments 2023-2024

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

<https://www.stbenedicts.essex.sch.uk/parents-and-carers/exams/>

## APPENDIX 2

### JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-2024

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

it is also available on the school website

<https://www.stbenedicts.essex.sch.uk/parents-and-carers/exams/>

### **Information for candidates for written examinations**

<b>Regulations – Make sure you understand the rules</b>
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, or a watch. 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 the exam has started.
8 You must not write inappropriate, obscene or offensive material.
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>B. Information – Make sure you attend your exams and bring what you need</b>
1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2 If you arrive late for an exam, report to the invigilator running the exam.
3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5 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.
<b>C. Calculators, dictionaries and computer spell-checkers</b>
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 Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D. Instructions during the exam</b>
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.
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.
<b>E. Advice and assistance</b>
1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the 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; (c) you need more paper
3 You must not ask for, and will not be given, any explanation of the questions.
<b>F. At the end of the exam</b>
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## APPENDIX 3

### **JCQ Information for candidates – Privacy Notice**

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

Information for candidates – Privacy Notice

<https://www.stbenedicts.essex.sch.uk/parents-and-carers/exams/>

[https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf)

## APPENDIX 4

### JCQ Information for candidates – social media

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

*Information for candidates – social media*

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

The infographic features a dark purple header with the JCQ logo and the title 'Information for candidates Using social media and examinations/assessments'. On the left, a text box explains that while online sharing is helpful, it must be careful during exams. It lists five points: sharing ideas can be helpful; sharing certain information can break rules; if unsure, check with a teacher; if receiving exam content, tell the teacher; and don't be caught by scammers. Below this is a photo of hands holding a smartphone. The main part of the infographic is a stylized tablet displaying three sections: 'Things to do on social media' (Have fun, Be responsible, Report exam content), 'Things not to do on social media' (Buy/ask for/share exam content, Pass on rumours, Share work, Work with others), and 'If you do any of the above activities, you may:' (Receive a written warning, Lose marks, Be disqualified, Be banned). A large exclamation mark icon is placed over the 'Things not to do' section. To the right, a smartphone graphic contains a yellow circle with the text: 'Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)'.

**Information for candidates**  
**Using social media and examinations/assessments**

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 5

### 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 or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*”



AQA

City & Guilds

CCEA

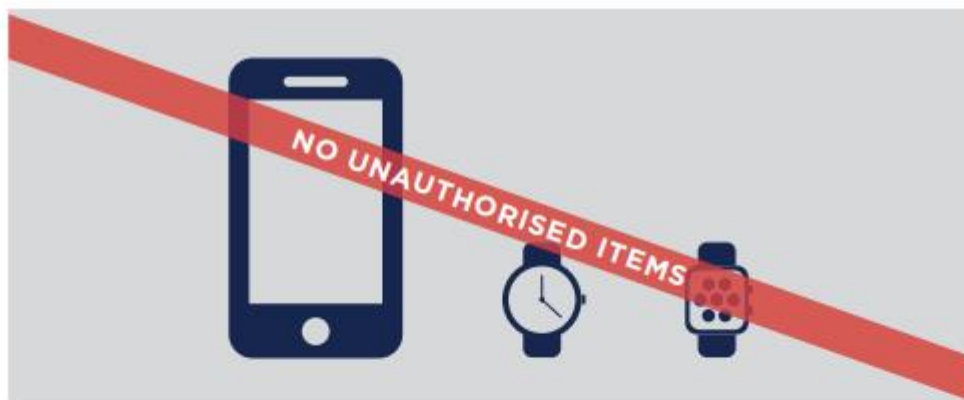
OCR

Pearson

WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

## APPENDIX 6

### JCQ *Warning to candidates* poster

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



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.**