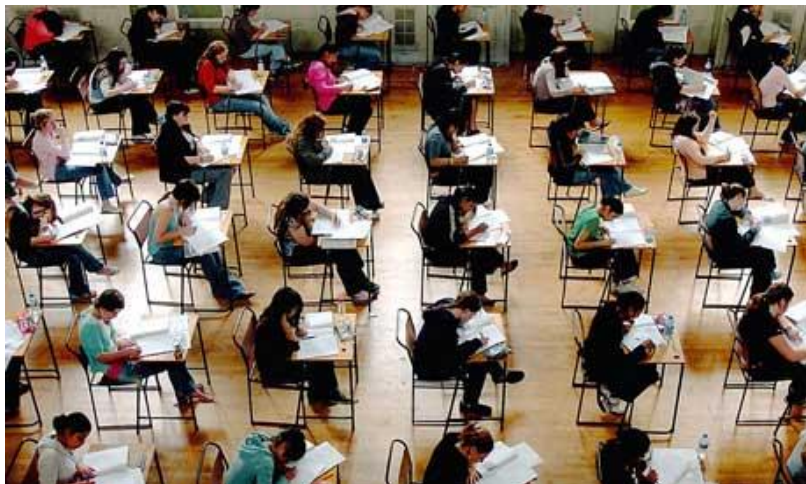




ST BENEDICT'S CATHOLIC COLLEGE

Examination Handbook 2022 – 2023



Hints, Tips, Rules and Regulations



January 2023

Dear Student

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.

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

Examinations Officer

L.luaces@stbenedicts.essex.sch.uk

Before the exam

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

Timetable

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.

Equipment

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.

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**.
- 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.
- 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 9.10 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 examinations 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 answer script 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 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 told to do so** by the invigilator
- **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. 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.

Absence from the examination

- 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 liaise with Mrs Luaces-Fernandez in the exams 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.

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 awarding body will decide which penalty is appropriate.

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

Documents published by the exam boards

- Regulations about exams are issued by JCQ, the Joint Council for Qualifications. This is the ruling Council for all examination boards. **JCQ guidance documents** which include information about using social media during the exam period and data privacy notices can be found on the JCQ website – www.jcq.org.uk/exams-office/information-for-candidates-documents .
- Make sure, particularly, that you have read and understand the **'Information for Candidates'** document published by JCQ which tells you everything you need to know for written exams (p6). You were emailed a copy of this in November and it is available on the school website.
- Please make sure you are familiar with the **'Unauthorised items'** poster (p7) and the **'Warning to Candidates'** poster (p8) which you will find displayed outside each exam room.
- Strict guidelines also apply for **non-examination assessments (NEAs)** also known as **controlled assessments** (p9 – 10)
- There is information about requesting a **review of marking for centre assessed marks** (controlled assessments and NEAs) (p11)

All of these documents are available to view on the JCQ website.

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!

JCQ guidance follows...



Information for candidates for written examinations

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, 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. Information – Make sure you attend your exams and bring what you need

- 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.

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 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.
- 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.

E. Advice and assistance

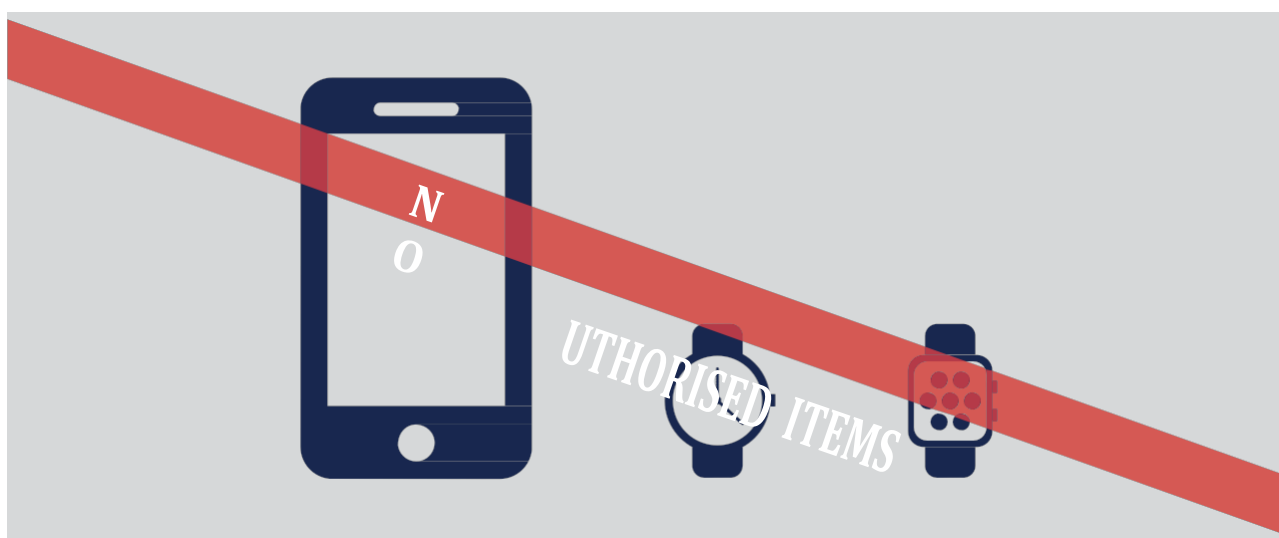
- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator
- 2 Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper
- 3 You must not ask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

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 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.

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.

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.

Non-examination assessments (NEA)

Information for candidates

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you must ask your teacher.

Preparing your work – good practice

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 online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If 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 component 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.

The awarding body will decide which penalty is appropriate.

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

Produced on behalf of: AQA, OCR, Pearson and WJEC

**Reviews of marking – centre assessed marks
GCE coursework, GCE and GCSE non-examination assessments**

The JCQ and its awarding body members (**AQA, OCR, Pearson and WJEC**) wish to remind centres that candidates must now be informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Centres **must** plan to complete the following activities ahead of the awarding bodies' published deadlines for the submission of marks.

The centre **must**:

- inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment†;
- having received a request for copies of materials, promptly make them available to the candidate;
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision;
- allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review‡;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

†These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents.

‡This may be a third party, provided that they meet the conditions defined above.

Notice from Ofqual – Contingency dates 8 and 15 June, and on 28 June, so students need to be available.

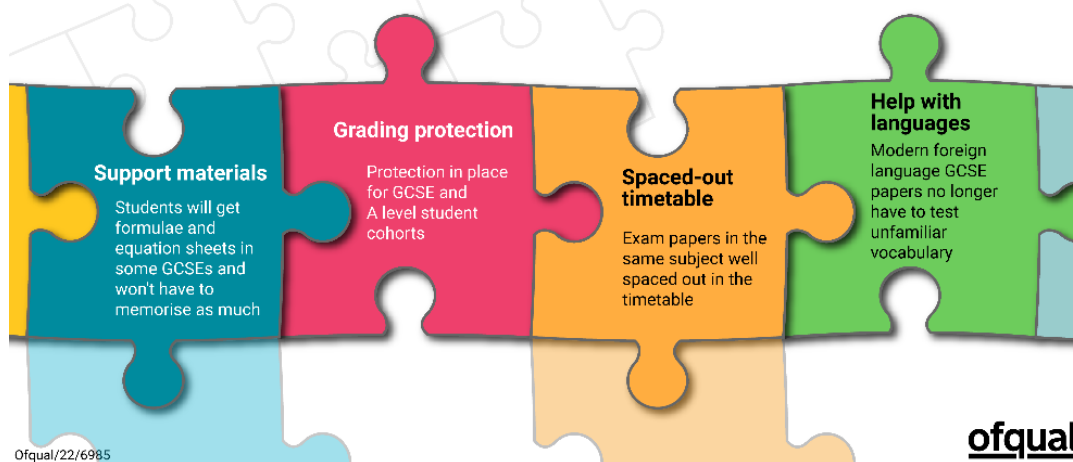
Dear student,

You have shown so much resilience during the coronavirus (COVID-19) pandemic and continue to do so as we move towards normality as a country.

As Chief Regulator my job is to make sure that the exams and formal assessments you take are as fair as they can be, setting you up for the right opportunities in the next stages of your education, employment and life.

I've listened to students who were taking their qualifications in the summer of 2022 and the arrangements for 2023 have been made very much with that feedback, and your best and long-term interests, in mind. Below you will find a summary of what we are doing to support you in your forthcoming exams and assessments.

Support for students: summer 2023



Arrangements for GCSEs in 2023

Formulae and equation sheets will be given in GCSE maths, physics, and combined science exams, so students do not need to memorise as much. In GCSE modern foreign languages, the exams do not have to test unfamiliar vocabulary. Exams may still contain unfamiliar vocabulary, but exam boards can give meanings for words that are not on their vocabulary lists.

Exam boards have also set aside 'contingency days' in the exam timetable. These days would be used in the unlikely event that exams had to be moved because they could not take place when planned. **These are the afternoons of 8 and 15 June, and on 28 June, so students need to be available.**

Grading will be back to normal this summer. But there is some protection in place for GCSE and A level student cohorts this summer.

Contingency arrangements

Ofqual has provided guidance for teachers so that they can save evidence of student performance. This evidence would only be used to determine Teacher Assessed Grades in the very unlikely event that exams could not go ahead.

Schools and colleges have been told that evidence should come from the mock exams that students normally take. Teachers should let students know when they are taking assessments that could be used, but students should just approach them as they normally would.

Student guide

Ofqual will also be publishing a Student Guide in the spring term, with all the information students need on exams and assessments in 2023. You will find this on the [Ofqual website](#).

Everyone at Ofqual joins me in congratulating you on the commitment to your studies you have shown so far, and to wishing the very best for your qualifications as we head in to 2023.

With best wishes,

A handwritten signature in blue ink, appearing to read 'Jo Saxton', with a long horizontal flourish underneath.

Dr Jo Saxton, PhD.,
Chief Regulator

Notes

Notes



St Benedict's Catholic College
Norman Way
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