



EXAM CANDIDATE HANDBOOK

2023-2024

(Guidance for Exam Candidates and Parents/Carers)



EXAM CANDIDATE HANDBOOK 2023-24

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Introduction

This handbook is for any students sitting public exams in the 2023-2024 academic year. It has been designed to ensure that candidates are fully briefed on the examination and assessment process in place at Presdales School and that they are made aware of the required JCQ/awarding body instructions and information for candidates.

Candidate Details

Candidate Name: - exam candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports. Students should be able to prove that the name that appears on their exam certificates is their legal name.

Candidate Number: - each candidate has a four-digit candidate number which is allocated by the school. If you have sat exams at another school, you will be allocated a new candidate number for the exams you sit at Presdales. You will need to write your candidate number on every single exam paper that you complete during the public exam period.

Unique Candidate Identifier (UCI): - in addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which will be printed on your statement of entry and statement of results. Once you have been allocated a UCI number, you keep it and take it with you to any other schools. You should never be issued more than one UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Exam Dates and Timetables

The [Exams Information](#) page on our school website is constantly updated with any internal and external exam dates and timetables. This is also where you can find all the course details for the qualifications we offer.

Contingency Days

The awarding bodies will designate dates in June as a 'contingency' for examinations within the timetable. These will only be used in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. **THEY ARE NOT USED FOR SCHOOLS TO RESCHEDULE EXAMS THAT INDIVIDUAL STUDENTS HAVE MISSED.** The 2024 Contingency days are as follows:

- Thursday 6th June 2024 – PM
- Thursday 13th June 2024 – PM
- Wednesday 26th June 2024 – All Day

Exam 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 person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other



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awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ published document [Suspected Malpractice - Policies and Procedures](#)

Examples of what constitutes malpractice include:

- 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
- 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 assessment related by means of talking, electronic, written or non-verbal communication
- 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 offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

Malpractice can occur as soon as an exam candidate enters the exam room, during the exam and after the exam as they are leaving the exam room. Any breach will be reported to the awarding body and may lead to an exam candidate being penalised. It is very important that you are aware of the following points to ensure you do not commit any malpractice during a written exam: -

- you must not open an exam question papers until instructed to do so by the invigilator
- you must only write what is required to be completed when instructed to do so
- you must not add any extra notes or drawings to the front of your exam paper
- you must not draw or doodle on your exam papers
- you must not write inappropriate or offensive language/comments on your exam papers or any additional sheets used during your exam
- must not write on your skin during the exam or come into an exam with anything drawn or written on your skin

The regulations surrounding examinations/assessments, and wider academic integrity, will be reiterated to students during assemblies and are fully outlined in this document. **Exam candidates must ensure they are fully aware of the information contained in this handbook and the [JCQ Information for Candidates on Written Examinations](#) to ensure that they do not commit any malpractice which could lead to disqualification.**

Social Media

Exam candidates must do any of the following 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



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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 and will be reported as malpractice to the relevant exam board.

Reporting Malpractice

If an exam candidate or a parent/carer has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should be raised initially with the Exams Officer or Head of Centre as soon as possible.

There may be times when it may be more appropriate to refer the issue directly to the board of Trustees, most often when the allegation is against the Head of Centre. The Exams Officer/Head of Centre or board of Trustees follow the school's Malpractice Procedure, a copy of which can be found on the school website.

We encourage anyone who has information regarding malpractice to come forward and report the matter. If you want to remain anonymous, this will be respected, unless an awarding body is legally obliged to report the identity of the person making the allegation.

Written timetabled exams

Exam Statement of Entries

In January you will be provided with an Exam Statement of Entry which will detail all of the qualifications that you are sitting exams for in the Summer series. Your legal name is automatically printed on this document, please note that this name can be changed however it must be a name that can be legally proved e.g. on a passport/birth certificate. Please carefully check that all of your personal details are correct and that you are entered for the correct examinations. **You must advise the Exams Officer if you are aware of any errors.**

Exam Timetables

An overview timetable for the summer exams will be available to view from December on the exams information page of the school website.

Students will be able to view their individual exams timetables via Edulink from March. These will only show timetabled written exams. GCSE/A level Art, Photography and MFL Speaking exams will not appear on individual timetables. Subject teachers will communicate the details of these exams to their class.



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Coursework Assessments/Non-Examination Assessments (NEA)

If students are studying for a qualification which includes a coursework/NEA element, the subject teacher will inform students of all the relevant dates and deadlines. In line with JCQ guidance, students will be issued with their NEA mark prior to the mark being submitted to the Awarding Body for external moderation. This is to allow students the opportunity to appeal their mark should they feel they have sufficient grounds to do so. Please refer to the school's Internal Appeals Procedure which you will find on the Policy page of our school website.

Exam Clashes

The Joint Council of Qualification (JCQ) and awarding bodies try very hard to avoid timetable clashes but, with the size and complexity of the examination timetable, it's impossible to avoid them entirely. A clash is where a candidate is entered to take two or more exams at the same time on the same day.

Where a candidate is taking three or more exams timetabled on the same day **and** the total duration of those papers is more than six hours for AS and A Level exams or more than five and a half hours for GCSE exams, you may be able to move an exam to the following morning, even if that happens to be a Saturday. This would involve overnight supervision to be in place for the candidate. Candidates are not allowed to take exams on an earlier day than that scheduled on the timetable. However overnight supervision arrangements are at the school's discretion and are only applied as a last resort once all other options to accommodate the exams on the timetabled day have been exhausted.

Generally, when candidates understand the arrangements involved, it is preferable to sit the exams all on the same day. If an exam is moved to the next day, a JCQ Overnight Supervision form requires completing before the overnight supervision takes place. This form must also be signed by the parent/guardian of the student as well as the Head of Centre before being submitted to the relevant awarding body.

If you have a clash, on the day of the exam, you will be given a red "clash" badge at the start of your first clash exam. Do not take it off until the end of your last clash exam.

At the end of your first clash exam you must wait in your seat for the INVIGILATOR to take you to a supervised area where you will remain until your second exam. In between your exams: -

- You may have no contact with other candidates unless they have the same clash of exams.
- You may not use your mobile phone or smart watch – your phone must be switched off and both your phone and watch must be handed in to the invigilator. They will be returned to you at the end of your last clash exam.
- You may not use a computer or any web enabled device.
- You must not leave the supervised room unless accompanied by an invigilator.
- You may use this time to revise for your next exam using your own notes and textbooks.
- You may eat and drink.

Failure to comply with the above may result in the Exam Board disqualifying you from the above exams.



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You should bring a packed lunch, snacks and plenty to drink between the sessions as you will not be able to visit the canteen.

If you have a timetable clash, you will receive a letter via Edulink outlining how this clash has been resolved.

Exam Venues & Seating

The room and seat number for each of your exams will be shown on your individual timetable which you can view via your Edulink app.

Daily seating plans for each exam venue will be displayed outside room 30, please check these before each exam to ensure you know exactly where you are sitting. There will also be a copy of the seating plan displayed outside each exam venue.

If you are sitting an exam in the Hall or the Gym, you will line up quietly outside, behind the letter which corresponds to the row you are sitting in. If you are sitting an exam in any other room, you will line up quietly outside the room. All students will be called into the exam room by name in row order according to the seating plan.

Candidate Identification

All candidates sitting exams at Presdales will be identified by a photo ID card which will be placed on your exam desk for each of your exams. In addition to a photograph of you, the ID badge will also show your name, candidate number, and any exam access arrangements if applicable. Please check that you have the correct ID card on your desk when you sit down. If anything is incorrect on the badge or it is not the correct badge, please put up your hand to attract an invigilator's attention and advise them of the issue. **Do not remove the ID Badge from the exam room when you finish your exam.**

External Candidates – will be asked to bring in proof of identification (Passport or driving licence) prior to the exam season starting. We will also ask you to provide a photograph to be used for your exam ID card. On exam days, please arrive at Reception 20/25 minutes prior to you the start time of your exam. You will need to sign in and then wait to be collected by a member of exam staff who will escort you to your exam venue. When your exam has finished you will be escorted back to Reception where you must sign out before leaving.

Exam Invigilation

Exams are supervised by a team of experienced invigilators. Our invigilators must follow the strict guidelines set by the Joint Council of Qualifications (JCQ).

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

If your exam involves 1:1 invigilation, a roving invigilator will enter your exam room at least once during your exam. If you require a scribe, there will also be an invigilator present in your exam room in addition to the scribe



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Exam Start & Finish Times

The start time for exams at Presdales School are:

09:00 am for morning exams

13:45 pm for afternoon exams

You should aim to arrive at school at least **30 minutes** before the start of your exam, this is to allow time for you to check the daily seating plans, go to your locker to put away any belongings and go to the toilet before making your way to your exam venue. Do not leave coats and bags outside of the exam room, you must place them in your locker. **You should be outside your exam room 15 minutes before the start time of your exam.**

Please note that public exams do not run to the timings of the normal school day. Exams can and will run into and over break times, lunch times and after school. You must check your timetable carefully and note any afternoons where you are finishing late. If you use School Transport, you will need to arrange alternative transport home on these days.

Please be aware that students are not given time warnings at the end of exams, it is their responsibility to be aware of their exam finish time and manage their time accordingly. The start and finish time of each exam is always displayed clearly at the front of the exam room.

Late arrival to an exam

A register is taken at the start of each exam to check that all candidates are present. If you are running late for your exam, you or your parents/carers must call the School Office as a matter of urgency on 01992 462210 so that we are aware of your situation.

If you find that you are running late don't panic! When you arrive at school you should come in via the main reception and inform the staff there that you are late for an exam and to let the Exams Officer know, you will then be collected from reception and escorted to your exam. If you have a mobile phone, you should switch it off and hand it straight into a member of staff upon arrival at the school. You will be given the full amount of time for your exam.

If you are going to be "VERY LATE" for an exam – i.e. more than an hour after the published start times – you must call us as early as possible. Even though we will allow you to sit the exam, and give you the full time for the exam, you should be aware that the exam board may not accept your completed paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is:

- Avoid public transport if possible
- Ask your parent/carer to drive you to School and ensure you give them all internet enabled devices you may be carrying e.g. mobile phone, smartwatch etc.
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access
- You and your parent/carer will be asked to make a written statement giving the details of your movements pre-your exam



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The decision about whether to accept your script is at the discretion of the exam board.

Illness on exam day

If you feel unwell on the day of your exam you or your parent/carer should call ahead to the School Office and let us know so that we can help you as best as we can when you arrive. Once you are here, speak to the Exams Officer, your head of year or a member of senior staff before your exam and update us on how you are feeling. We will do what we can to help you – for example seat you close to an exit in case you need to leave the room. If you feel unwell during an exam, put up your hand and let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you. Exams should only be missed in the case of very serious illness as there will not be the opportunity to sit it at any other time. If you have been disadvantaged in an exam due to suffering from a recent injury or illness, a Special Consideration application can be made providing you have medical evidence to support the application. Please see the [JCQ guidance to the Special Consideration Process](#)

Unauthorised absence from your exam

If you fail to attend your exams or fail to complete your NEA/Coursework element of your exam, you will be invoiced for the full cost of the exam. There will be no exceptions made. **You will not be able to sit your exam at an alternative time/day.**

Exam Conditions

Candidates must not enter the exam room until directed to do so by the Examination Officer, a member of SLT or an Invigilator. An exam announcement for all candidates will be given by an invigilator in the exam venue before the exam begins.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave the room. Do not communicate until you have left the exam room and please remain quiet when outside of the exam room as other candidates may still be working.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You should write clearly and legibly in black ink (but not until instructed to do so by an invigilator).
- The Centre Name is **Presdales School** and **Centre Number is 17267**- this will be displayed on the white board at the front of the exam room. Your Candidate Number is clearly displayed on your ID Card. The invigilator will announce clearly to candidates when to complete these details on your answer booklet. **Do not write anything on the front of your answer booklet until the invigilator tells you, to do so is considered to be Malpractice.**
- Exam board, subject title, tier, paper number; and the actual starting and finishing times (AM or PM), and the date of each exam will be displayed on the exam screen/whiteboard at the front of the exam room.



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- A clock will be displayed in your exam room.
- The invigilator will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
- The duration of your exam will be displayed on the exam room screen/whiteboard.

Exam Question Papers & Answer Booklets

Please remember that it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate). **Please raise your hand and notify an invigilator immediately if you think you have been given the wrong exam paper, even if this is after you have started your exam.**

Additional Sheets: – if you run out of room when answering questions, firstly check that there are not additional answer pages at the back of the question paper. You should only request additional paper once you have used up all the space already provided on the paper. To request additional paper, please put up hand to attract an invigilator's attention. Advise the invigilator quietly that you require extra paper and they will provide this to you. Please check you have been given additional sheets which correspond to the exam board of the exam that you are sitting. You must complete all the details required on any additional sheets used. Additional answer sheets/booklets should be tucked inside the front cover of your question paper/answer booklet. For AQA exams this will be secured with a treasury tag, for all other exam boards it will remain tucked inside your paper.

Exam Equipment

Only authorised material can be brought into the exam room: **black** pens, pencils, pencil sharpener, rubber, compass, ruler, protractor, highlighter and a calculator (lid removed). You must bring all your equipment to every exam. If you are not allowed to use a particular item, you will be informed in the announcement before your exam starts and you must hand in all unauthorised equipment to the invigilator. Remember that you must write in black ink. Do not use any of the following - correcting pens, fluid or tape, erasable pens, gel pens. Highlighters can only be used on question papers and must not be used on your answers

You must have a clear pencil case containing authorised equipment only. Your water bottle must be clear / transparent and have no label or writing on it.

If you bring a pack of tissues into the exam room you must remove the packaging. There are tissues provided in each exam room so if you require a tissue please put up your hand to attract an invigilator's attention.

Using Calculators

Candidates may use a calculator in an examination unless 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. Calculators must be free of lids, cases and covers which have printed instructions or formulae. You must place the calculator lid on the floor under the desk if you accidentally take it into an exam.



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Calculators must not be designed or adapted to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

During an examination a calculator must not give access to pre-stored information. This includes:

- databanks
- dictionaries
- mathematical formulae
- text

A calculator must not be borrowed from another candidate during an examination. An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Unauthorised items (items NOT to bring into an exam)

You must be familiar with the two JCQ Posters which are displayed outside of every exam room: -

- [Unauthorised Items Poster](#)
- [JCQ Warning to Candidates Poster](#)

You are not permitted access to any potential technological/web-enabled sources of information such as:

- iPods;
- Airpods;
- mobile phones;
- MP3/4 players or similar device;
- Watches
- Fitbits

If you enter the exam room with an unauthorised item, you must put up your hand to attract an invigilator's attention and hand the item in immediately. Failure to do this is malpractice which will be reported to the relevant exam board.

Food & Drink

A clear/transparent plastic bottle of still water is allowed in the exam room; all labels must be removed before entering the room. No other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with your Examinations Officer.



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What you should wear

Year 11 - It is a requirement that you wear your Presdales School Uniform (NOT PE Kit) for all your exams however you will be permitted to wear your Leavers Hoodie. Please note that some exam venues get very hot in Summer so you **MUST** wear your school shirt underneath your hoodie/jumper so that you are able to remove it if necessary. You are not allowed to have your hoods up in an exam in room.

Year 12 & Y13 – You should wear your normal Sixth Form clothing; Leavers Hoodies can also be worn but you must be wearing a suitable top underneath it. You are not allowed to have your hoods up in an exam in room.

Where to put your personal belongings

If you have brought any items into school on the day of your exam that are not allowed in the exam room, you must store them in your school locker. If you don't have a locker, please see Dr Cook in First Aid before the exam series starts to arrange for one. **Personal belongings cannot be left outside your exam room.**

Toilet breaks & Special Rest breaks

You will only be entitled to a Supervised Rest Break (SRB) if this has been approved by Mrs Stewart, the school SENCo, prior to the examination period. If you have this arrangement in place and you wish to take an SRB during an exam, put your hand up and inform the invigilator you wish to take a break. The invigilator will make a note of the time and close your paper, you can either take a break at your desk or ask to leave the exam room, however you will need to wait for an available member of staff to come and escort you. When you are ready to restart your exam, let the invigilator know and any time taken will be added on to your exam time, your new finish time will be written on a piece of paper and placed on your exam desk. This process will be repeated each time you request an SRB.

You will only be entitled to a toilet break if you have been issued a Toilet Pass. Students continually requesting to leave the exam room to use the toilet causes disruption to other students and should be avoided. Students are expected to go to the toilet before their exam.

Exam Access Arrangements

All exam access arrangements are put in place by the school SENCo and should reflect a student's normal way of working. In order for them to be in place for the public exams in the summer, they should have been used by the student since the beginning of year 10/12 and for all in class assessments and mock exams. Only in very exceptional circumstances will students be allocated an exam access arrangement once they are already in their exam year (11 or 13). For further information please refer to the [JCQ Guidance for parents, carers and students about access arrangements](#)

Alternative Rooming Arrangements

Each year we get a number of requests to be seated in a smaller exam room rather than the Hall or Gym. It is important to understand that if we arranged this for everyone that requested it, we would have to close the school during the 6-week exam period as there would not be enough classrooms left for teaching other year groups. Below is the JCQ guidance on alternative rooming.



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In the case of **alternative rooming arrangements**, the candidate's disability is **established within the centre** (see Chapter 4, paragraph 4.1.4). It is known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities. For example, a long-term medical condition which has a substantial and adverse effect.

Alternative rooming arrangements must reflect the candidate's normal and current way of working in internal school tests and mock examinations.

Nervousness, low level anxiety or being worried about examinations is **not** sufficient grounds for separate invigilation within the centre.

Examples of alternative rooming arrangements

- A candidate has a formal diagnosis of a tic disorder. This causes him to grunt as well as sometimes shout out words. The SENCo considers an **alternative rooming arrangement** to be appropriate based on his established difficulties.
- A candidate has a formal diagnosis of misophonia from a specialist. As the candidate has a distressing and exceptional aversion to sounds, the SENCo considers an alternative rooming arrangement to be an appropriate and reasonable adjustment. The exams officer will ensure that aversive sounds in the room where the candidate will be accommodated for their GCSE examinations, such as a clock ticking, will be minimized.

A blog on understanding the requirements for **alternative rooming** arrangements has been produced by the JCQ:

<https://www.jcq.org.uk/exams-office/blogs/>

Extra Time

If you are entitled to extra time you will not be allowed to leave the exam room until the end of your scheduled exam time which includes your extra time entitlement (unless this is part of your Exam Arrangements).

End of an exam

At the end of your exam an invigilator will make an announcement informing you to stop writing or stop working and put down your pens, you must do this immediately. Please check that you have completed the front of your exam paper with all of the correct details before leaving your exam.

No candidate will be allowed to leave the room until the end of the published exam time. If you are entitled to extra time you will not be allowed to leave until the end of your extra time. Candidates must remain seated until all papers have been collected and the invigilator instructs you to leave. When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb other exam candidates who are still working.



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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.

Emergency in an exam room

In the event of the emergency bell sounding the invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working. The Invigilator/Examination Officer/SLT will evacuate the room if there is clear danger. If there is no clear danger to candidates the invigilator will await instructions from SLT/the Exams Officer as to what action to take.

In the event of a false alarm, you will be given a few minutes to compose yourself and get ready to start. The amount of time lost will be added on to your exam time and the new finish time will be clearly displayed at the front of the room.

If an evacuation is necessary the invigilator will ask you to line up in complete silence and leave the exam venue, you must not communicate with any candidate during the evacuation as this may compromise the exam security and will mean that the exam may have to be abandoned, or you will be disqualified from the exam due to malpractice. You remain under exam conditions at all times. Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

Exam Day Contingency Plans

If for any unexpected reason Presdales School is unable to be used as a centre for your examinations, you will be notified of the alternative site arrangements via email as soon as possible prior to the start time of your exam.

Copyright & Personal Data

Copyright -The copyright of any work created by candidates that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting their work, candidates are 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.

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 following documents: -

- [JCQ Information for candidates – Privacy Notice](#)
- [JCQ General Regulations – Section 6](#)



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Results

Exam results are issued to students in August.

A Level results day – Thursday 15th August 2024 from 8am onwards

GCSE results day - Thursday 22nd August 2024 from 8am onwards

We strongly advise students to attend with their parents/carers to collect results. This is particularly important for any students who wish to stay on with us at sixth form as you will need to enrol with us straight away after receiving your results. We will have a Presdales School team, consisting of Head Teacher, Deputy Head Teacher and Heads of Departments on hand to offer you guidance and support. No results will be given out by telephone or via email under any circumstances. If you are unable to attend results day, you are required to complete a candidate permission form to allow a nominated person to collect them on your behalf. Alternatively, you can provide the Exams Officer with a stamped, self-addressed envelope before the end of term in July, your results will then be posted to you on results day.

Post results services

If your results are not as you expected there are various options available within the Post Results Services however it is important that you discuss any review of marking options with your subject teacher before applying as marks can go up or down and there is no option to revert to a previous, higher mark.

You can request to receive a copy of your exam paper with no charge, however you must complete an Access To Scripts approval form which is provided on results day to authorise your request.

The deadlines for applications for a Review of Marking are final and it should be noted that scripts are destroyed after a certain time so these services must be applied within the specified timescale. There will be a fee for all clerical checks and reviews of marking as outlined by the Exam Boards. Applications will not be submitted to the Board without payment having been received via WisePay/BACS. If you require a review of a subject involving more than one paper, the review fee is payable for each paper. It is most important that you consult with a relevant subject teacher before applying for Post Review Services. Further Details will be sent to you nearer the time showing you the options and fees. [JCO Information Page on Post Results Services](#)

Complaints Policy & Procedures

Please refer to the Policy page of our school website [here](#) where you will find all exam related policies including those relating to complaints and appeals.

Certificates

Certificates will be presented at Presdales School Awards Presentation in December. Your certificate will show your legal name.

If you are unable to make the Presentation, there will be the opportunity to collect your certificates from the school reception after the Christmas break. When collecting you will need to sign for your



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certificates and if you send someone else to collect them on your behalf they will need to sign on your behalf and note their relationship status to you.

PLEASE KEEP YOUR CERTIFICATES SAFE AS THEY ARE VERY IMPORTANT DOCUMENTS THAT YOU WILL NEED TO KEEP FOREVER.

Awarding bodies guidance is that unclaimed certificates may be destroyed after they are held for a period of 12 months from the date of issue. If you do not collect your certificates within this period, they may no longer be available to you. After this period, awarding bodies will be able to issue you a statement of your results (not a full certificate as originally issued) and will charge you for this service. You should apply directly to the awarding body for this service.

Contact Details

- Presdales School Main Switchboard: 01992 462210
- Examinations Officer, Mrs George Martin – gmartin@presdales.herts.sch.uk
- Examinations Assistant, Mrs Paula Davidson - pdavidson@presdales.herts.sch.uk
- Head of Centre, Mr Matthew Warren - head@presdales.herts.sch.uk

Useful Links

- [JCQ Preparing to sit exams](#)
- [Ofqual student guide on exams](#)
- [Information for Candidates on Written Examinations](#)
- [JCQ Warning to Candidates Poster](#)
- [Unauthorised Items Poster](#)
- [Malpractice - JCQ Joint Council for Qualifications](#)
- [JCQ Social Media Information for Candidates](#)
- [Information for Candidates Privacy Notice](#)
- [Information for Candidates Non-Exam Assessments](#)
- [Information for Candidates Coursework Assessments](#)
- [FAQs on the use of calculators in exams](#)
- [JCQ Post Results Services](#)
- [Presdales School - Exams Information](#)
- [AQA Website](#)
- [Edexcel Pearson Website](#)
- [OCR Website](#)
- [WJEC/Eduqas Website](#)

All the staff at Presdales wish you good luck with your exams

