



# Candidate Exam Handbook 2017/18

This handbook is reviewed and updated annually

Produced/reviewed by	
JWI	
Date of next review	2019

## Introduction

Jewellery Quarter Academy 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 the candidate exam handbook

- ▶ To complement the candidate briefing session/assembly
- ▶ 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 posters are provided in advance of any exams/assessments being taken
- ▶ To answer any questions candidates may have etc.
- ▶ To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

## Written exams

- ▶ Candidate statement of entry\* (to check that personal details and exam entries are correct)
- ▶ What to do if this information is incorrect? Follow this up with the exams officer
- ▶ Candidate exam timetable - to ensure candidates know the date and time of all their exams/assessments, where they are sitting, which exam room etc.
- ▶ The JCQ information for candidates documents - please find on the Jewellery Quarter Academy website
- ▶ Take note of the Exam room posters – Warning to candidates, Mobile Phone. In exam room and on doors

The centre agrees to...make arrangements to notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments..."  
[JCQ publication [General Regulations for Approved Centres](#), Section 5.7]

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

- ▶ What is not considered a clash? where one paper will be taken, followed immediately by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room
- ▶ Supervision arrangements will be put into place for all clashes

## Where you will take your exams

Recreation Room / Rooms 101/ 310/ 208/ 207

### **What time your exams will start and finish**

- ▶ Your centre's start times 8.45am and 1.45pm

### **Supervision during your exams**

- ▶ Exams are supervised by a team of invigilators
- ▶ invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

### **Exam conditions**

- ▶ Students will know when and where their exam is. There will be a short bell rung 10 minutes before the start and students will make their way to the exam room
- ▶ Candidates are under 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 other candidates
- ▶ What information is displayed in the exam room? - centre number, start and finish times, paper information, exam board information, candidate number
- ▶ You will be reminded to ensure the completion of the front of their answer books are correct – legal first name & surname, centre number, candidate number, paper details etc.
- ▶ You will be reminded to ensure the relevant information regarding the use of additional answer sheets/answer books are completed.

### **Where you will sit in the exam room**

- ▶ Follow the published seating plans outside exam rooms and on the exam essentials board in the canteen. Room and seating information is also detailed on candidate statement of entry

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

- ▶ All equipment will be supplied by Jewellery Quarter Academy and will be on every students exam desk

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

Mobile phones, smart watch, notes, books, Ipods, MP3 players

## Malpractice summery report 2017 examinations:



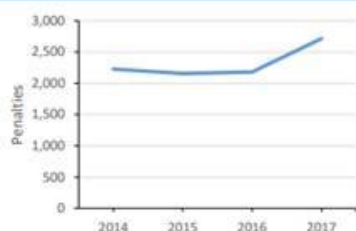
### Malpractice for GCSE, AS and A level Summer 2017 exam series

Annual Published: 5 January 2018 Coverage: England Official Statistics

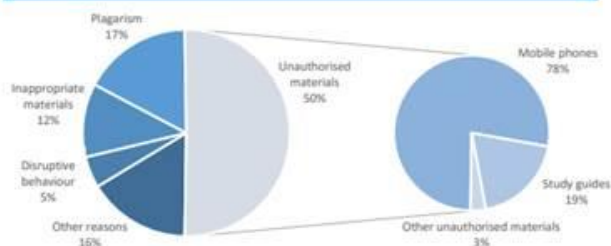
This release presents figures on penalties issued by exam boards for student, school or college staff, and school or college, malpractice for GCSE, AS and A level examinations for the 2017 summer exam series in England.

#### Number of penalties issued to students increases

2,715 penalties were issued to students in 2017, up from 2,180 compared to 2016 and representing 0.015% of entries (compared to 0.011% in 2016).

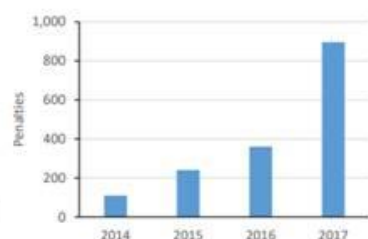


#### Access to a mobile phone: main reason for student penalties

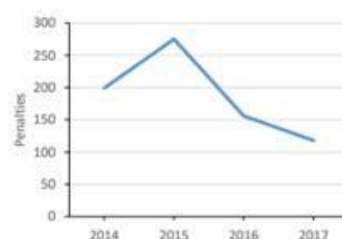


#### Number of penalties issued to school or college staff increases

895 penalties were issued to staff, up from 360 in 2016. Exam boards are more likely to issue formal written warnings for similar offences rather than informal advisory notes this year. This still involves a very small proportion of the total number of staff in England (350K).



#### Number of penalties issued to schools or colleges decreases



120 penalties were issued to schools/colleges, down from 155 in 2016. The actual number of penalties is small given the overall number of centres (over 5,000).

## Any malpractice will be reported to the exam board

### Food and drink in exam rooms

Snacks for students will be provided in the examination room for students with medical conditions.

### What you should wear for your exams

Academy uniform

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

Personal belongings will be stored in the canteen

### What to do if you arrive late for an exam

Arrive at the examination room as soon as possible. An invigilator will record the time arrived and ensure the full time for the exam is given.