

# **CANDIDATE BRIEFING HANDBOOK**



**SUMMER 2018 EXAMS**

**Centre number: 23387**

## Learner Responsibilities

The JCB Academy is committed to ensuring that learners 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.

### Timetable

- You will be given a copy of your exam timetable. It is your responsibility to keep it safe so that you don't miss any of your exams.
- Your surname as shown on your timetable is the name that will be recorded on your certificates, and therefore should be your legal surname (i.e. the name on your passport).
- Your first timetable will tell you what exams you have been entered for. You will receive a second timetable with any entry updates - this will confirm the date and time of your exams, and which exam room you are in. This timetable will also confirm your seat number.
- The times printed on your timetable are the start times of the exam.
- If you lose your timetable, please ask your mentor or Miss Rollinson (Exams Officer) to print you a new one.
- Most exams will take place in the Sports Hall, the IEZ, T3.1A and T3.1B.
- For your information, there will be a seating plan and/or an exam register on the exams notice board in the foyer for each exam.

### Absence/Illness/Lateness

- If you are going to be late, please ring the academy as soon as you can to let us know.
- If you use academy transport, then we will usually be aware and, if necessary, delay the start of the exam.
- If you are unwell, it is better to try and come in and do your exam. But if you are too poorly, please let us know immediately. A medical certificate must be produced for the attention of the Exams Office as soon as possible to enable us to apply for special consideration.
- If you feel unwell during an exam, let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

The JCB Academy Reception  
01889 506100

## Equipment

- There may not be enough spare equipment for everyone in the exam room, and you cannot borrow from someone else once the exam has started, so **please be prepared!**
- Water will be provided on your desk for each exam. You therefore do not need to bring bottles with you into the exam room.

You <u>should</u> bring	You <u>may</u> bring	You <u>cannot</u> bring
<p>Pens (<u>must be black ink</u>)</p> <p>Ruler, rubber, pencils</p> <p>Calculator (if applicable)</p> <p>Maths equipment (if applicable)</p> <p><u>Clear</u> pencil case</p> <p>Uniform - you <u>must</u> attend all exams in academy uniform</p>	<p>Essential medication (e.g. inhaler)</p> <p>Tissues (no packaging)</p> <p>Locker keys</p> <p>Hair bobbles</p>	<p>Electronic devices</p> <p>Earphones</p> <p>Smartwatches</p> <p>Purse/wallet</p> <p>Coat/bag - should be left in allocated room</p> <p>Revision notes</p> <p>Calculator lids</p> <p>Correction fluids (Tipp-Ex)</p> <p>Chewing gum</p> <p>Food/drink (unless in medical circumstances that Student Support and the Exams Office are aware of)</p>

Mobile phones and other electronic devices should **not** be taken into an exam room. **No** smartwatches are allowed. If you do accidentally take an electronic device or phone into an exam, it **must** be switched off, and handed in to an invigilator, who will give you a ticket and place it in a plastic wallet. You will be able to collect it from Student Reception at the end of the exam.

Failure to do this could result in **disqualification** from the current exam and overall qualification.

## The Exam

- Once you have been released from Top Tips, you must go straight to the exam room. You must be seated correctly and have your exam papers in front of you before the start time.
- Wait outside your exam room until you are allowed in. Wait in silence so that any instructions given may be heard by everyone.
- **You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator and have left the exam room.**
- There are numbers and letters on the wall to help you find your seat. Each desk will also have a label on it with your name, exam number (candidate number), exam paper information, and exam date and time.
- Once seated, please check you have the right exam paper. When instructed to do so, ensure you write your full name and candidate number on the front of your paper (as well as on any additional sheets used).
- If you notice an error in the exam paper, raise your hand to alert the invigilator as soon as possible. The Exams Officer will then speak to the exam board.
- **Do not** turn around, speak, or communicate with any other learner whilst in the exam room.
- If you are at all unsure, or need to ask a question, please raise your hand to alert the invigilator.

## Evacuation Procedure

- In case of emergency, follow the directions of the invigilator.
- Never take your exam paper or answer paper out of the exam room.
- If you need to leave the building, **do not speak to anyone**. You are still under examination conditions.
- The assembly point is the MUGA.
- Any time lost during the evacuation will be added on to the exam time.



## Your Exam Desk Label

Your 'Unique Candidate Identifier'

23387 is the school centre number.  
The last 4 digits are your  
exam/candidate number.

Your candidate number

Name: <b>Fred Smith</b>	Reg: <b>11A1</b>
Year: <b>11</b>	<b>UCI: 233870121205A</b>
<b>Exam No: 1205</b>	
<b>Component Code: WJEC/GCSE 41710001</b>	
<b>Title: English / Engl Unit 1 Foundation</b>	
Date: <b>06/06/2017</b>	Time: <b>09:00</b>

Title

Exam subject, and tier  
(Foundation/Higher) if applicable.

Component Code

Name of the exam board and the code  
they have given the exam paper.

**Please tell an invigilator straight away if the exam paper  
information on your label does not match your exam paper on  
your desk!**

**Don't Stress.  
Do Your Best.  
Forget the Rest.**

We are aware that exam periods can be stressful. The academy is here to help and support you. If you have any questions or problems at any time, please do not hesitate to speak to your teacher, Learning Support Mentor, the Student Support team, or Miss Rollinson or Mrs Austin in the Exams Office.

Some tips:

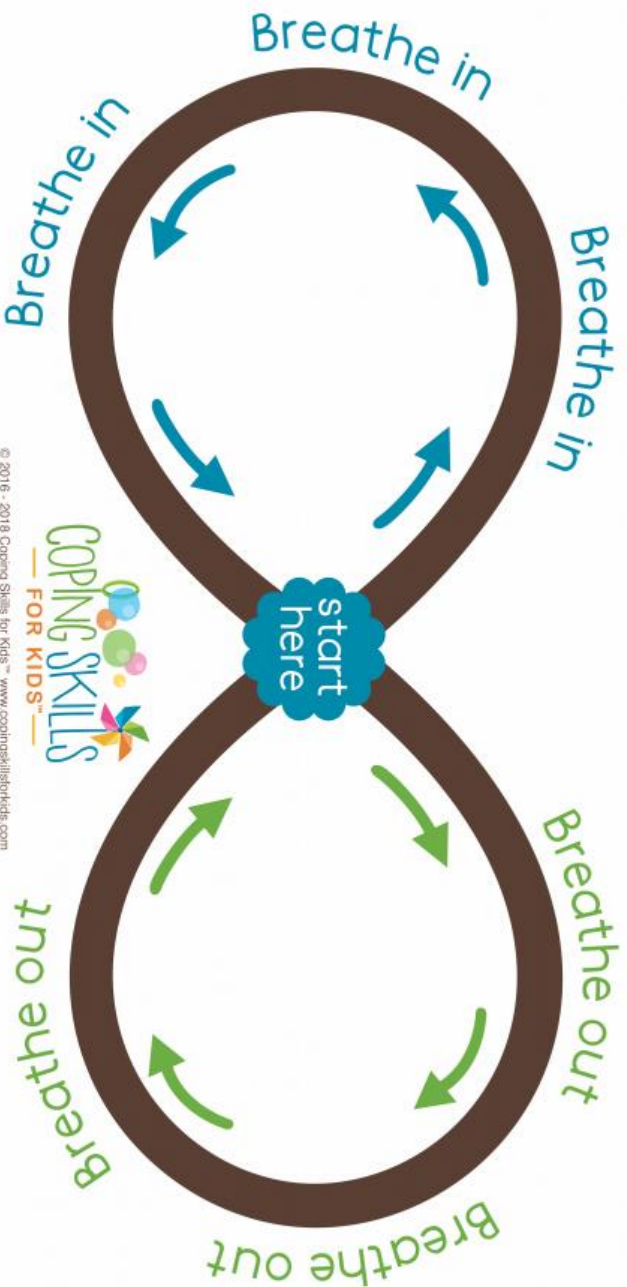
- Try to relax and get a good night's sleep before your exam.
- Make sure you eat a good breakfast, even if you're feeling nervous. Remember that an early breakfast will always be available before Top Tips.
- Log out of social media accounts and switch off your phone so you're not distracted when revising.
- If you start to feel very nervous before or during the exam, try following the 'Lazy 8 breathing pattern' (see opposite)
  - If you begin to feel unwell or very anxious during the exam, please alert an invigilator by putting your hand up.

**Most importantly: good luck, and be positive!**

**AS and A-Level results day: Thursday 16<sup>th</sup> August 2018**  
**GCSE and Functional Skills results day: Thursday 23<sup>rd</sup> August 2018**

## LAZY 8 BREATHING

Start with an 8 on its side. Starting in the middle, go up to the left and trace the left part of the 8 with your finger while you breathe in. When you get to the middle of the 8 again, breathe out while you trace the right part of the 8 with your finger.



## Malpractice

Malpractice is any action which provides one or more candidates with an unfair advantage or disadvantage. Some examples include:

- Attempting to communicate with another candidate during the exam.
- Possession of any unauthorised material, even if you do not intend to use it.
- Writing inappropriate or offensive material on an exam paper.
- Possession of a mobile phone or electronic device in an exam room.

**The JCB Academy has an obligation to report any suspected malpractice to the relevant exam board(s).**

In the June 2016 exam series, **2,430** penalties were issued to students in the UK:

- 690 were given a warning.
- 1,300 received a loss of marks for a section, component, or unit.
- 450 received a disqualification from a unit, all units, or whole qualification.

Of the 2,430:

- 1,310 (54% of the penalties) were issued for bringing unauthorised materials into the exam room.
- 900 were issued for the possession of a mobile phone.
- 420 were issued for plagiarism.
- 320 were issued for inclusion of inappropriate, offensive, or obscene materials.
- 140 were issued for disruptive behaviour in the exam room.
- 80 were issued for failing to follow exam board supervision requirements.

**The JCB Academy has no control over the penalty given; these are issued by exam boards.**



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

#### For written examinations – effective from 1 September 2017

**This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A 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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• <b>notes;</b></li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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 <b>must</b> 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: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
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. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
<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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
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.

## Information for candidates: using social media and examinations/assessments



This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied - i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online;
- passing on rumours of exam content.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time

Please take the time to familiarise yourself with the JCQ rules:

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

JCQ 2017 - Effective from 1 September 2017

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED SOURCES OF  
INFORMATION**

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

**DISQUALIFICATION**

**from your examination and your overall qualification.**

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

## Results

If you think there has been a mistake regarding the mark you received, you can request:

- A recalculation of the marks awarded (EAR 1)
- A review of the marks that were awarded (EAR 2)

If you want to see how you could have improved your grade, you can request to see a copy of your paper (ATS).

There are charges for all these services, but if a grade is found to be wrong, you will receive a refund.

All requests for posts-results services are best made on results day. Collect a post-results form from the Exams team, which will show you deadlines and charges for these services.

- The relevant Head of Department will also make candidates and parents/carers aware of deadlines, fees and charges for these services.

**We can only apply for a remark if you give us written permission by completing a post-results form.** The Exams Officer will make the claims and inform the candidates and parents/carers of the outcomes as soon as possible.

Remember that a remark can result in grades going up as well as down, so make sure you are certain about your request!

A nominated person may collect exam results on your behalf, but they **must bring a letter signed by you**. The Exams Officer will then keep this on record.

**Best of luck!**

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