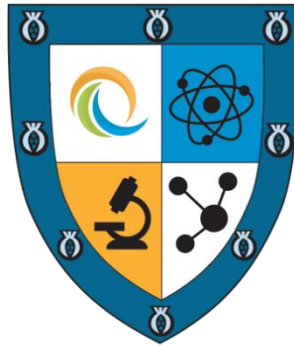


University Collegiate School Bolton



UNIVERSITY
COLLEGIATE
SCHOOL

CANDIDATE EXAM HANDBOOK 2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
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Key staff involved in the policy

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Introduction

University Collegiate School 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.

Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- 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 candidate's documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of.

Malpractice

Candidates need to be aware that acts of malpractice could be penalised by various sanctions as outlined in Appendix 6 of JCQ Suspected Malpractice Policies and Procedures. The aims of the policy and potential malpractice activities are listed below:

- 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 alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

UCS actions will be undertaken as listed in JCQ ICE para 24.

Candidates need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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.

Personal data

Candidates personal or sensitive data will be handled in line with DPA/GDPR guidelines.

- The awarding bodies collect information about exam candidates
- Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS).

The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications

GR 6 and Information for candidates – Privacy Notice [refers](#)

Copyright

- Any form of work or materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Assessment Materials"). The copyright in any assessment materials created by a candidate belongs to him/her
- By submitting this work, a candidate is 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.

GR 6

Coursework assessments/non-examination assessments

- Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:
 - task setting.
 - task taking.
 - task marking.

Subject teacher

- Selects tasks to be undertaken where a number of comparable tasks are provided by the awarding body OR designs tasks where this is permitted by criteria set out within the subject specification
- Makes candidates aware of the criteria used to assess their work

Subject teacher

- Determines when set tasks are issued by the awarding body
- Identifies date(s) when tasks should be taken by candidates
- Accesses set tasks in sufficient time to allow planning, resourcing and teaching and ensures that materials are stored securely at all times

GR 5.8

Written timetabled exams

- Candidates will be provided with an exam timetable advising their date and time of their examinations, plus their individual seating arrangement and in which room the exam is taking place.

GR 5.8

Contingency sessions - Summer 2024

- The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.
- The awarding bodies have designated that the following dates (TBC) will be contingency days.

ICE 15

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

- If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order within the timetabled session in which to conduct the examinations. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.
- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks†, the centre may conduct one examination in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission from an awarding body is not required. The centre may determine the examination which is to be conducted in a later or earlier session within the same day.

ICE 7

Where you will take your exams

- It is expected that all exams will be undertaken within the UCS main building, the individual exam rooms will be notified to candidates on their individual exam timetables.
- Additional exam timetables and room plans will be placed in the main entry point for the school.

What time your exams will start and finish

- Morning exams will start at 9am and afternoon exams at 1.30pm.
- Please do not be late for any exams.
- All candidates need to remain within the exam room until the end of the exam.

Supervision during your exams

- Exams are supervised by a team of external and potentially internal invigilators.
- Invigilators will follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

Exam room conditions

- Candidates will be identified at the exam room entrance and informed to sit a numbered desk.

- Candidates are under formal exam conditions (e.g. no communicating with anyone, the removal of watches and phones, bags to be placed at the front of the room etc.) 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 or disturb other candidates
- Information regarding the exam will be displayed on a white board at the front of the room which will indicate the school centre number, the exam subject title, the exam paper number, the start and finish time for the exam and any additional information which may be relevant.
- Candidates will be informed to complete the front of their answer books (first name and surname that matches their entry information, candidate number, centre number etc.) and that this **must not** be completed until instructed to do so by the invigilator
- If additional answer books/sheets are required these can be requested from the invigilators.
- Candidates must not open the question paper until the examination begins
- Candidates are expected to remain in the exam room until the end of the official exam period or unless advised to leave by the Invigilator.

ICE 19

- Candidates may be allowed to leave the exam room temporarily will be accompanied by a member of staff at all times.

ICE 23

Where you will sit in the exam room

- There will be a seating plan located just outside of the exam room and candidates will be instructed to an individual exam desk.
- Each exam room will have wall charts indicating the row and seat number on which the candidates will be seated.

How your identity is confirmed in the exam room

- All candidates will be identified by a school teacher or a member of the Senior Leadership Team.

ICE 16

What equipment you need to bring to your exams

- In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- Candidates must not be in possession of the following items:
 - iPods.
 - mobile phones.
 - MP3/4 players or similar devices.
 - watches.

ICE 18

- UCS will provide to each candidate a pen, pencil, eraser, calculator as appropriate and any authorised mathematical equipment.

Using calculators

- Calculators will be provided by the school for exams which require these.
- If candidates wish to use their own calculators these will be checked by the Invigilators to ensure that these met JCQ regulations. Calculators must not have individual covers and these covers must not be placed on candidate's exam desks.

- Information regarding the potential usage of a calculator will be on the front page of the question paper.

ICE 10

What you should not bring into the exam room

- In the examination room candidates must not be in possession of:
- iPods
- Mobile phones
- MP3/4 players or similar electronic devices
- Watches.
- If candidates have access to unauthorised items in the exams room, this may be considered as malpractice. Candidates should seek advice from the Invigilator present if unsure of the relevant procedure.

Food and drink in exam rooms

- No food will be allowed within the exam room unless this is approved by the school and the Invigilators.
 - Only a clear bottle containing water is allowed within the exam room, no other drink type is allowed.
- ICE 18

What you should wear for your exams

- School uniform is expected to be worn during all exams.

Where your personal belongings will be stored during your exam

- Personal belongings such as bags, coats, watches, switched off mobile phones, iPads will be stored at the front of the exam room.

What to do if you arrive late for your exam

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of UCS.
- A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.
- A candidate will be considered very late if he/she arrives:
 - a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
 - b) after the awarding body's published finishing time for an examination that lasts less than one hour.

ICE 21

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

- If a candidate is unwell on the day of the exam and unable to attend the exam, please contact the school at the earliest possible time.
- Candidates who are unwell during the period of the exam may temporarily leave the room accompanied by a member of staff. Extra time may be allowed at the discretion of the centre to compensate for their temporary absence.
- Special consideration may be applied for to the awarding body due to illness or unavoidable circumstances. Proof of any illness may be requested to support any application for special consideration.

What happens if you have an unauthorised absence from your exam

- Candidates who do not attend their exam will be recorded as absent on the exam attendance register which is submitted to the awarding body.
- Candidates who do not attend their exam may be recharged the exam entry registration fee.

ICE 22

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

- In the event of an emergency, such as a fire alarm or bomb alert, the candidates will be advised to:
- stop writing,
- to leave all question papers and scripts in the examination room,
- they will be supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination,
- allowed the remainder of the working time set for the examination once it resumes.

ICE 25

Candidates with access arrangements/reasonable adjustments

- Candidates with access arrangements will be individually advised of the arrangements that in place for them.
- Candidates will be advised where their exam is taking place on their individual exam timetable.

Results

- UCS will keep results entirely confidential and restricted to the head of centre, examinations office staff and key members of teaching staff within the centre (at the discretion of the head of centre), the consortium or Multi Academy Trust, until the official dates and times of release of results to candidates.
- Distribute provisional statements of results to all candidates without delay and regardless of any disputes (such as non-payment of fees)
- Results will be available from UCS from 9am on the date of the official results release.
- There will be the availability of senior members of centre staff immediately after the publication of results
- Candidates can arrange for results to be collected on their behalf subject to authorisation and production of appropriate identification.
- Uncollected results will be retained within the UCS environment.

GR 5.12 and Post-Results Services

Post-results services

- The centre:
- has in place written procedures for how it will deal with candidates requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures will be made widely available and accessible to all candidates. Candidates will be made aware of the arrangements for post-results services prior to the issue of results,
- ensure that senior members of centre staff are available immediately after the publication of results,
- ensure that all internal candidates are made aware that all post-results service requests must be made through the centre,
- ensure that candidates have provided their written consent for clerical re-checks, reviews of marking, and any subsequent appeal, and access to scripts services offered by the awarding bodies after the publication of examination results,

- submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication Post-results services,
- submit requests for appeals in accordance with the JCQ publication A guide to the awarding bodies' appeals processes,
- ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible.

GR 5.13 and Post-Results Services

Certificates

The centre will:

- distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees)
- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue
- destroy any unclaimed certificates after retaining them for a minimum of 12 months
- candidates will be advised when their certificates become available for personal collection from the UCS building
- if a candidate cannot personally collect their certificates, these can be collected by a nominated representative providing authorisation and proof of identification is provided.

GR 5.14

Internal appeals procedure

- The University Collegiate School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- The University Collegiate School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of BTEC, GCE, GCSE and Cambridge Nationals non-examination assessments)
- ensure that candidates are 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
- inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- inform candidates that they may request copies of materials (for example, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) 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 (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 14 calendar days
- inform candidates they will not be allowed access to original assessment material unless supervised
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 14 calendar days] of receiving copies of the requested materials by completing the **internal appeals form**]
- allow 21 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline

Complaints policy

- If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, University Collegiate School will encourage him/her to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the exams officer.
- If a complaint fails to be resolved informally, the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.
- **How to make a formal complaint**
- A formal complaint should be submitted to the University Collegiate School in writing by completing a **complaints and appeals form**
- Forms are available from the school exams officer or on the school website
- Completed forms should be returned to the exams officer
- Forms received will be logged by the centre and acknowledged within 7 calendar days

GR 5.8

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Please see the link to this document *Information for candidates - Coursework 2023-2024*
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Please see the link to this document *Information for candidates – non-examination assessments 2023-2024* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Please see the link to this document *Information for candidates – on-screen 2023-2024*
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – written exams

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

Please see the link to this document *Information for candidates – written exams 2023-2024*
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – Privacy Notice

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

Please see the link to this document *Information for candidates – Privacy Notice*

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

JCQ Information for candidates – social media

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

Please see the link to this document *Information for candidates – social media*
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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.*"

Please see the link to this document *Unauthorised items* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates* poster

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

Please see the link to this document *Warning to candidates* poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to c.ormes@questrust.org.uk.

If there is anything you do not understand, you should ask Mr Ormes, the Exams Officer for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY