

CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

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Introduction

Hereford Pupil Referral Service 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
- 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 candidates 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 they need to be made aware of

Malpractice

- Malpractice is any practice which is in breach of the JQC regulations, or which compromises the integrity of any qualification/examination or the validity of an examination result or certificate.
- Malpractice can occur at any point during an assessment or examination, including the during the preparation and authentication of any non-examination assessment, the presentation of any practical work/portfolios and the writing of any paper.
- Examples of malpractice are possession of an unauthorised item (mobile phone, watch, headphones, notes), talking whilst under exam conditions, plagiarism, not referencing correctly, graffitiing exam papers, posts on social media.
- Possible consequences are a warning, receiving 0 marks for a particular exam/assessment/section/unit, disqualification from an exam/unit/whole qualification/all qualifications in the exam series.

Further information can be found in relevant [Information for candidates documents](#), [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#)) and the centre's Exams Managing Behaviour Policy and Malpractice Policy.

Personal data

- Any person involved in 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 awarding bodies, the qualifications regulator or professional bodies.
- 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.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Copyright

- The copyright of any work created by candidates submitted to an awarding body for assessment (referred as Assessment Materials) belongs to the candidate. When submitting

this work, the awarding body is granted a non-exclusive, license to use the assessment materials.

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

Coursework assessments/non-examination assessments

- Some subjects/qualifications contain elements of coursework/non-examination assessments.
- Candidates must ensure that they read any Relevant JCQ information for candidates' documents – paying particular attention to the coursework, non-examination assessments, and social media documents.

Written timetabled exams

- Candidates will be informed of their entry for a qualification by their subject teacher.
- Candidates will receive a letter detailing any written timetabled exams in the weeks prior to this exam.
- Seating arrangements/exam rooms will be available on the board upon entry into the centre for the exam
- Exam room posters (warning to candidates and unauthorised items) will be on display throughout the centre

Contingency sessions - Summer 2025

The JCQ Contingency days for the 2024/2025 academic year are 11th June 2025 and 25th June 2025.

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

- If candidates have an examination clash, they will be provided with supervision arrangements and an updated timetable.
- If the clash is within the same session and it is feasible to do so, the candidate will take a short, supervised break before sitting the second subject paper
- The centre has an Overnight Supervision Arrangements Policy in place if it is necessary to delay a paper until the following day

Where you will take your exams

- Exams will take place in the classrooms at the centre. Details of which room will be on the board in the morning of the exam

What time your exams will start and finish

- Morning start times for examinations is 9am
- Afternoon start times for examinations is 1:30pm
- If there is an alteration to the start time due to transport, candidates will be informed by the staff member that manages this
- Candidates must remain in the examination rooms in line with JCQ minimum requirements

Supervision during your exams

- Exams are supervised by staff members as invigilators.
- Invigilators must follow strict rules and regulations when conducting exams, as directed by JCQ and awarding bodies

Exam room conditions

- Candidates will be escorted to their examination room

- Candidates are under formal exam conditions (no talking, interacting with or disturbing other candidates, not in possession of any unauthorised items) from the moment they enter their examination room, and until they are given permission to leave by the invigilator (after the candidate states that they have finished the exam)
- Candidates must remain in exam conditions during supervised rest breaks
- Candidates must listen to and always follow the instructions of the invigilator in the exam room
- Candidates must not communicate with or disturb other candidates
- The centre number, subject title, paper number, the actual starting and finishing times, and date of each exam will be visible to all candidates in the exam room
- Candidates must complete the front of their answer booklets when the invigilator announces to do so and not before
- Candidates must not open the question paper until the exam begins – failure to follow this will result in a report to the relevant awarding body

Where you will sit in the exam room

- Seating plans will be available on the door of the examination room
- Candidates must use this to find their des. Invigilators are able to assist them where needed

How your identity is confirmed in the exam room

- Candidates identity is confirmed by the invigilator in the room. The invigilator is an existing staff member so aware of the candidates identity prior to exams
- Further information can be found in the centre's Candidate Identification Procedure

What equipment you need to bring to your exams

- All Exams stationery and bottled water is provided by the centre

Using calculators

- Candidates must be aware of JCQ and awarding body instructions regarding the use of calculators in exams
- Calculators are provided by the centre in examinations that require them

What you must not bring into the exam room

- Candidates must not bring any unauthorised item into the exam room – including but not limited to headphones, mobile phone, any watch, music player, smart glasses, smart device, prepared notes

Food and drink in exam rooms

- Candidates are not permitted to take any food or drink into exam rooms
- The centre will provide clear bottled water or cups of water
- Further information can be found in the centre's Exam Food and Drink Policy

What you should wear for your exams

- Candidates must be in the correct school uniform

Where your personal belongings will be stored during your exam

- All personal belongings will be stored in the office, as per the usual school day arrangements

What to do if you arrive late for your exam

- Any candidate that arrives after 10am or 2:30pm will be classed as very late under JCQ regulations
- It is the discretion of the Headteacher if very late candidates are permitted to sit the exam
- Any very late arrivals are reported to the awarding body, which may result in them not accepting the paper
- Further information can be found in the centre's Exams Candidate Late Arrival Policy

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

- If candidates become unwell, the parent/carer must call the centre and speak to the Headteacher
- If a candidate feels unwell during exam, they are to raise their hand and speak to an Invigilator quietly
- It is important that any illness is reported to the Headteacher and/or Exams Officer so that the correct advice/guidance can be provided

What happens if you have an unauthorised absence from your exam

- Candidates must attend all examinations that they are entered for
- Forgetting, oversleeping or mis-reading times are not satisfactory explanations for absence
- Further information can be found in the centre's Exams Candidate Absence Policy

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

- If an emergency occurs in the exam room, candidates must remain under exam conditions and follow the guidance of the Invigilator
- If an evacuation is necessary, candidates are instructed to stop writing, remain under exam conditions and follow the guidance of the Invigilator
- Further information can be found in the centre's Exams Emergency Evacuation Policy

Candidates with access arrangements/reasonable adjustments

- All access arrangements (including extra time, reader, scribe, supervised rest breaks, prompt, use of laptop etc) must be approved by the SENCo, that are then submitted in an application to the awarding bodies
- Candidates and class teachers are involved in these decisions based on normal way of working conditions
- The SENCo will inform learners of any approved access arrangements
- Access arrangements will also be detailed on the exam register and candidate cards on exam desks
- Further information can be found in the centre's Exams Access Arrangements Policy

Results

- Candidates can collect their results from school on the specified results day in August
- Candidates will receive specific information relating to the date and time of results day during the Summer term
- Upon collection of results, candidates will have the opportunity to speak to the Exams Officer or Headteacher
- If candidates are unable to attend to collect their results, they can complete the results day slip nominating someone else on their behalf, which the appointed person must bring with them
- Any non-collections of results will be posted to the candidate to the address that is held on file. Results are sent via first or second class, with the centre taking no responsibility for loss or non-delivery

Post-results services

- Candidates can apply for review of results, under the agreement of the Headteacher
- Details of the available post result services, charges and deadlines are provided to candidates with their results
- Candidates are also able to request access to their scripts using the post results form
- Post result service request must be signed by the candidate
- Candidates are made aware that results can go up or down during reviews
- Further information can be found in the centre's Access to Scripts, Reviews of Results and Appeals Policy

Certificates

- Certificates are issued to candidates that achieved a pass grade, i.e. 9-1, Pass etc
- Candidates must check that all their personal information is correct on all certificates. If they are not, the certificate must be returned to the Exams Officer immediately, so that a replacement can be requested
- Candidates will receive information of when they can collect their certificates when the centre has received them
- Certificates must be collected in person and signed for on collection.
- Any candidates that are unable to collect their certificates themselves can appoint someone to collect on their behalf, but they must put this in writing and sign it
- The centre will retain any non-collected certificates for 12 months, before securely destroying them
- Further information can be found in the centre's Exams Certificate Issue Procedure and Retention Policy

Internal appeals procedure

- Some qualifications contain components of non-examination assessments (NEA) which are internally marked and contribute to the final grade of the qualification
- Candidates are informed of these marks by their subject teacher
- Candidates have the right to appeal any marks, following the internal appeals procedure
- Further information can be found in the centre's Internal Appeals Procedure Policies

Complaints policy

- Candidates have the right to complain regarding exams
- Grounds for complaint could be surrounding teaching and learning, access arrangements and special consideration, entries, how exams were conducted, results, post-results
- Concerns can be raised verbally or in writing to the Headteacher
- Formal complaints must be raised in writing to the Headteacher
- Further information can be found in the centre's Exams Complaints Policy

JCQ Information for candidates - coursework

You **must** read the following JCQ document if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates - Coursework 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – non-examination assessments

You **must** read the following JCQ document if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – on-screen tests

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

Information for candidates – on-screen 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – written exams

You **must** read the following JCQ document before you take any externally assessed written exams.

Information for candidates – written exams 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – social media

You **must** read the following JCQ document to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media 2024 <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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



AQA

City & Guilds

CCEA

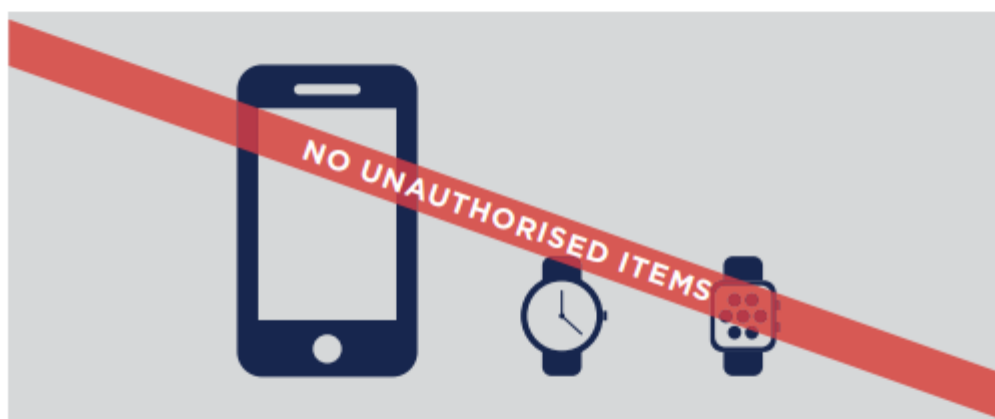
OCR

Pearson

WJEC

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.

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

Warning to candidates

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**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.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams-office/malpractice/>



AI and Assessments

A quick guide for students

What is AI?



- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?



AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?




1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly