

Meden School

Candidate Exam Guide



Centre Number: 28150

It is our aim to make the examination experience as stress free and successful as possible for all students at Meden School.

This handbook is intended to inform about examination procedures and to help and support students and parents/carers through the examination process.

Please read it carefully so that you are aware of the examination regulations and the procedures you will need to follow.



JCQ (Joint Council for Qualifications) sets down strict criteria which **must** be followed during the conduct of examinations.

www.jcq.org.uk

More details about exams can be found on the school website, including the Summer 2024 timetable.

www.medenschool.co.uk → Information → Exams Office

Please be aware that not all subjects appear on the timetable, e.g. some Tech Awards, Spanish Speaking exams, Art Practical exams.

Exams not on the timetable will take place during a session organised by the subject teacher.

If you have any queries or need help or advice at any time before, during or after the examinations please contact the exams staff:

Mr Bonsall – hbonsall@medenschool.co.uk

Mrs Bradley – gbradley@medenschool.co.uk

Examination Start Times

9.00am - morning session

1.00pm - afternoon session

Afternoon exams may run over the end of the normal school day, please make sure you have arranged alternative transport home should you not be able to catch your normal school bus.

BAGS and items that can and cannot be brought into the Exam Room

Bags are not allowed in the exam venue, they should be stored in the lockers outside the Sports Hall. Each locker has a letter. Please place your bag in the locker that matches the row you are seated in, this is shown on your timetable. Then make your way to line up, following the directions of the staff who will be there to guide you.

Drinks are allowed in the room but must be in a label free, clear bottle.

We do not allow food of any kind in the room.



You must not bring your phone, watch (any type of watch!) or any other electronic device into the exam room.

If a mobile phone/smartwatch (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off or on silent) a report will be sent to the exam board. This may result in disqualification from the examination as this is regarded as malpractice.

Toilets

Please make sure you have used the toilet before the exam. It disturbs other candidates in the room when people are leaving and entering.

If you have a toilet pass the invigilators will already be aware of this and will make allowances for you.

Entering the Exam Room

As soon as you enter the exam room you will be under formal exam conditions and this will last until you leave, at the end of the exam. This means you must not talk to, try to communicate with, or disturb other students.

Your desk will have a ticket on it which shows your name, the exam you are sitting and your candidate number. Please find your seat quickly and in silence. If you can't find your seat please go to the back of the room where there will be someone to assist you.

Once you are seated if you need anything put up your hand to attract the invigilators attention. Please listen to and be respectful to the exam invigilators at all times, remember, they are directed by the rules and regulations of the exams set out by JCQ, to protect the integrity of qualifications

What is Malpractice?

Malpractice is when a candidate fails to comply with JCQ regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant exam board.

Unauthorised Absence

Your exams are extremely important and it is vital that you attend them all. If you do not turn up for an exam you will receive zero marks. You will not be allowed to sit the exam on another day, as exams can only be sat on the date set by the exam board.

Late

If you are late for any reason, please do not worry, you will still be allowed to sit your exam. If you arrive extremely late, after 10am for a morning exam and after 2.30pm for an afternoon exam, you will sit be able to sit the exam but there is a chance that the exam board will not mark your paper.

The Exam Room

The centre number (28150), name/code of the exam, date, time and duration will be displayed at the front of the room.

You will need this information when you are asked to fill in the front of your exam paper.

You will be asked to check that you have the correct exam paper on your desk - check that you have the correct level, Foundation or Higher.

If something is wrong put your hand up and wait for an invigilator to come to you.

Listen carefully to instructions and notices read out by the Invigilator.

When you are asked to do so, fill in the details on the front of your exam paper. If a signature is required, please remember to sign it!

Do not open the paper before being told to do so, this is **malpractice**.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to clean the desks or even pay for the damage.

Do not doodle on examination papers, or include any offensive comments or drawings, the examination board may refuse to accept your paper as this is classed as **malpractice**.

Candidates must stay in the examination room for the duration of the exam and may not leave early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.

At the end of the exam, all work must be handed in – remember to cross out anything you do not want marking.

Exam papers must be collected before you leave the room. Absolute silence must be maintained during this time. Remember that you are still under exam conditions until you have left the room. You should remain seated and facing the front (remember that there may be students still working). You will be asked to leave a row at a time, in silence, until you are well away from the building.

IMPORTANT - Dos and Don'ts

Do put up your hand and speak to an invigilator if you have any questions or feel concerned about anything. ✓

Do listen carefully to instructions given by the Invigilators. ✓

! **DO NOT** attempt to communicate with or disturb any other students once you have entered the exam room.

! **DO NOT** have anything with you except equipment needed for the exam, in a clear pencil case. Drinks must be in a clear plastic bottle with the label removed.

! **DO NOT** have anything written/drawn on your hands or arms or any unauthorised notes in your pockets.

! **DO NOT** pass anything to another candidate, this includes stationery.

! **DO NOT** risk keeping your phone in your pocket or wearing a watch.

! **DO NOT** doodle on examination papers.

Illness and Special Consideration

If you are ill before an examination and feel unable to sit the paper please contact school as a matter of urgency on 01623 843517, or email a member of the exams staff:

hbonsall@medenschool.co.uk

gbradley@medenschool.co.uk

You will need to acquire medical evidence if you are not well enough to sit the exam, exams can only be sat on the date set by the exam board.

If you are ill during an exam put up your hand and let the invigilator know; They will then inform the Exams Officer who will decide the next step.

Special consideration is an adjustment to the marks of an eligible candidate. The allowance of special consideration is quite small, up to 5% extra marks *in exceptional cases*.

For special consideration to be applied for, evidence is required.

Examples of special consideration include, illness, bereavement, injury.

If the Fire Alarm Rings During the Exam

If the fire alarm should sound during an exam, the invigilator will stop the exam and give instructions to you.

You must:

Stop writing and close your exam paper. ✓

Stay seated until the Lead Invigilator advises you to leave the room. ✓

Follow the Invigilator and Exams Officer to the pre-arranged meeting point in the yard. ✓

✗ **You must not:** Communicate with anyone inside and outside the exam room other than the Exams Officer and Invigilators.

✗ **You must not:** Collect any personal belongings, unless advised to do so by the invigilators.

If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

Examination Results will be available to collect from school on Thursday 22nd August 2024 from 9am in the Main Hall.

If you are not able to collect your results you can nominate someone to collect them on your behalf, or, bring a stamped address envelope to the Exams Office and we will post them to you.

Any results not collected on the day will be saved in school for you to collect at a later date.

Please ensure you read the following documents which have been emailed to all Y11 students, they are also available on the Parent Portal.

JCQ Information for candidates – Written Exams

JCQ Information for candidates - Coursework

JCQ Information for candidates – Non-Examination Assessments

JCQ Information for candidates – On-Screen Tests

JCQ Information for candidates – Privacy Notice

JCQ Information for candidates – Social Media

Invigilators

The school employs a team of Invigilators to conduct the examinations and ensure that JCQ regulations are upheld at all times.

Any disruptive behaviour, or any candidate who behaves in an unacceptable manner, will be reported to the Head Teacher and the exam board.

It is the job of the Invigilator to watch candidates as they do their exams. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance.

If you decide to put your head on the desk instead of doing your exam the invigilator will not prompt you to carry on, they may check you are ok though. The Invigilator cannot give you any help with your exam. However, if you feel there may be an error on an exam paper then please raise your hand to alert a member of the Invigilation team.

The Exams Officer and the Invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone. Candidates are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.

Exam Day Equipment

Please come prepared and ready for your exams.

The equipment you will need is nothing different to what you use every day in school.





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. **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.



AQA

City & Guilds

CCEA

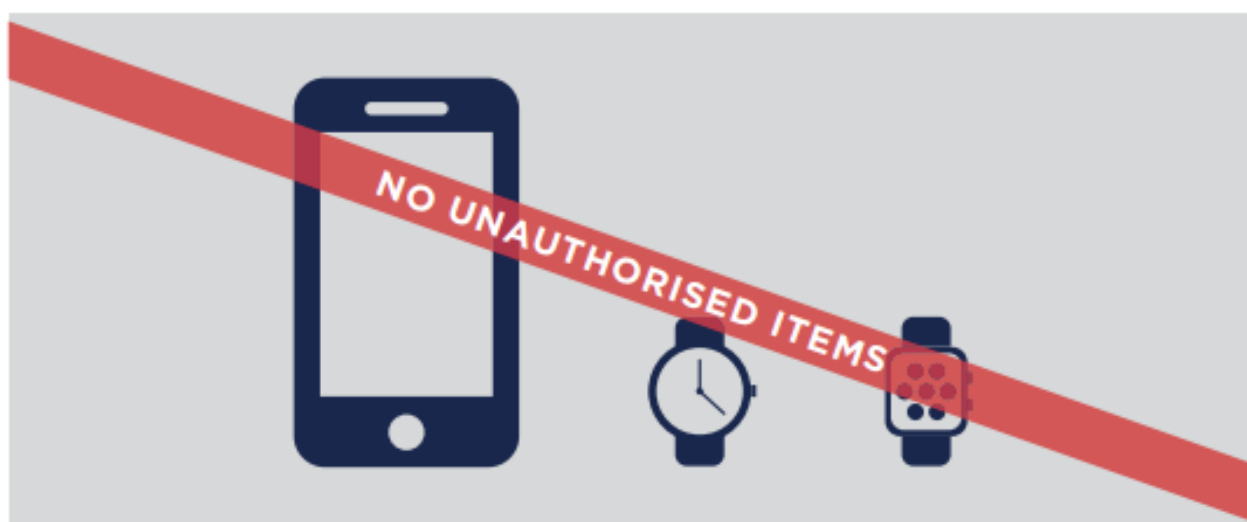
OCR

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.