

CANDIDATE EXAM HANDBOOK SUMMER 2024



DERBY HIGH
SCHOOL

ESTABLISHED 1892



Exams Officer	
Mrs S J Peake	
Telephone: 01332 514267	
Date of next review	November 2024

Contents

Introduction.....	3
Purpose of this handbook	3
Revision	4
How to feel confident about exams	4
Examination Boards.....	4
Exam Regulations	4
Malpractice.....	4
Research and using references.....	5
Plagiarism	5
Personal data.....	5
Copyright	5
Non-examination Assessments	5
Exam Timetable	6
Timings and Locations	6
Practical Subjects.....	6
Clashes	6
Late arrival.....	6
Unwell on the day of the exam	6
Absent.....	7
Equipment you will need to bring to each exam.....	7
Calculators	7
Unauthorised Equipment	8
Food & Water	8
During Exams.....	8
Dress code	9
Personal belongings.....	9
Seating plans.....	9
Exam conditions	9
Emergencies	10
Candidates with access arrangements/reasonable adjustments.....	10
Contingency day - Summer 2024.....	10
After the exams	10
Post-results.....	10
Post-results services	11
Certificates.....	11
Complaints and Appeals procedures.....	11

Introduction

It is the aim of Derby High School to make the examination experience as stress-free and successful as possible for all our candidates. We will make every effort to ensure that candidates receive the best possible preparation for their examinations; the administrative arrangements run smoothly, and the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential. We are committed to ensuring that candidates are fully briefed on the examination and assessment processes in place and are made aware of the required JCQ/awarding body instructions and information for candidates. It is important that all those involved are well informed.

JCQ (Joint Council for Qualifications) set out strict criteria which must be followed for the conduct of examinations, Derby High School, its staff, teachers and students are required to follow this precisely. Regulatory guidance in this document has been taken from the JCQ publication [Instructions for Conduction Examinations](#)

All of our students are aware that rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

Purpose of this handbook

This handbook is intended to inform you about the examination procedures, to answer some of the most frequently asked questions and to help, guide and support candidates and parent/carers through the examination process.

All students taking exams are called candidates, this handbook has been written to help you:

- Know where you need to be, at what time, what is the correct equipment, what to take with you, what happens if you are ill and much more.
- Understand the notices and regulations, in particular those regarding AI, social media, copyright and malpractice.
- Know about the use of your personal data and copyright.
- To provide you with all relevant information about your exams and assessments, including the appeals process, in advance of the exams.

Please read it carefully, with parents, friends or tutors, so that you are aware of the examination regulations and the procedures to follow. It should be read in conjunction with the information on the student section of the school website [Exam Information - Derby High School](#)

Please pay particular attention to the:

JCQ Information for Candidates documents, in particular AI, social media and written examinations.

JCQ Warning to Candidates and Unauthorised Items Posters (also attached to this document)

After reading this handbook, if you have any further questions please do not hesitate to contact our Exams Office, your tutor or your teacher.

Telephone 01332 514267

Email: examsofficer@derbyhigh.derby.sch.uk

Revision

How to plan your revision

- Create a plan - Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan, you are taking control.
- Set targets - Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.
- Check progress - Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are:

- Targets should be achievable and manageable
- Targets must be short-term and include a time-limit
- Review your targets, and when complete, set new ones.

How to feel confident about exams

Many people with exam anxiety can't stop worrying about failing or the consequences of failing. These types of beliefs focus on what you can't do rather than what you can. Find a positive, realistic belief that can replace the negative belief. For example, if your negative belief is 'I am terrible at maths', a positive, realistic alternative could be 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it'.

Examination Boards

Derby High School uses the following Examination Boards: AQA, Pearson, OCR, EDUQAS, WJEC and CIE who are all regulated by JCQ.

Exam Regulations

Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you by reading the following information which can be accessed from the student area of the school website: [Exam Information - Derby High School](#)

JCQ Information for Candidates – Written Exams

JCQ Information for candidates – Coursework

JCQ Information for Candidates – Non-Examined Assessments

JCQ Information for Candidates – Privacy Notice

JCQ Information for Candidates – Social Media

JCQ Suspected Malpractice Policies and Procedures

JCQ Unauthorised Items Poster

JCQ Warning to Candidates Poster

These posters are always displayed outside the exam room to remind you before you enter for your exam.

Malpractice

As an accredited exam centre we must ensure that all candidates sitting exams do so under the JCQ regulations. Regulations are there to maintain the integrity of qualifications. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding bodies/body. Malpractice means any act or practice which is in breach of the Regulations.

- JCQ provides information regarding what constitutes malpractice:
 - In appropriate use of written materials for no- examined assessments, including the use of AI and social media
 - 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

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...

To make sure you do not commit an offence of malpractice please read the JCQ Information to Candidates guidance on the school website.

If you are still unsure speak to the exams officer before the exam or ask the invigilator in the room. Full JCQ Regulations for suspected malpractice procedures for malpractice, including a table of offences and penalties, can be found on the school website.

Personal data

To enter you for your exams Derby High School shares your personal data with exam boards. This includes your legal name, date of birth, gender, and candidate number. Other information may be shared regarding any Access Arrangements you may need or if you are absent from an exam component. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice included in the appendices.

Copyright

The copyright of any work created by a candidate that is submitted to an exam board or awarding body for assessment belongs to the candidate. By submitting work to the exam board or awarding body the candidate grants the awarding body a non-exclusive, royalty free licence to use their assessment materials (an Assessment Licence). If you want to terminate the awarding body's rights for anything other than assessing your work please let the Exams Officer know and the school will notify the awarding body, however it remains at the discretion of the awarding body whether or not to terminate such rights.

Non-examination Assessments

Your subject teacher will inform you of the date and times when the assessment will take place and/or the dates when work must be completed by. These may be marked by your subject teachers but will be moderated by the exam board to ensure our marking is fair and consistent. The exam board will request a sample of our marking and may alter the marks if they feel it is not consistent with the marking from other schools.

Awarding of marks

1. Candidates will be informed of their centre assessed marks after internal moderation has been undertaken.
2. Candidates will be given information to show how the mark has been awarded, e.g. mark schemes.
3. Candidates may discuss their marks with their teachers but all marked work must remain in school until it is submitted to the exam board.

4. If a candidate feels that there is an issue with the marking procedure and/or award of marks, they must appeal within one week of receiving the final mark.

JCQ Instructions for candidates regarding NEA and the school's appeals process can be found on the school website.

Exam Timetable

Once your entries have been confirmed you will be issued with your personal exam timetable via the isams student app, which you can download from the relevant app store. Please check this carefully. If you have any queries, inform the Exams Officer immediately. You are responsible for knowing the dates and times of your exams. The full exam timetable can be viewed on the school website under the Student tab – Exam Information.

Timings and Locations

All morning exams will commence at 9am

All afternoon exams will commence at 1.45pm

You should arrive at the exam location at least 15minutes before the exam start time to ensure everyone is seated and ready to start the exam at the designated time. Wait quietly outside the room until you are invited to enter. Written exams will take place in the exam hall, with listening exams and laptop exams located separately. The exam notice board will show the location and timing of each day's examination.

Practical Subjects

Exam dates for Art & Design, DT and Modern Foreign Language Speaking exams will be agreed by your teacher and will therefore not be on your exam timetable.

Clashes

Where you have two exams at the same time on a particular day, the Exams Officer will contact you to re-schedule one of the exams. You will be supervised, by an invigilator, between the two exams, during which time you will not be allowed to leave school, or communicate with other candidates or use your mobile or access the internet.

Late arrival

Make sure you allow for plenty of time on exams days, **However**, no matter how well prepared you are you may find yourself in a situation where you are running late. **Do not panic**, contact the exams officer if you can, or leave a message with reception. If you are late you must sign in and then report straight to the exam room. You must not enter an examination room without permission after an examination has begun. The invigilator will direct you to your seat.

If you arrive within one hour of the start time you will be able to sit the exam and have the full time allocated to you. If you arrive more than one hour after the exam start time we would have to notify the exam board, with reasons, and they may not accept your exam paper.

Unwell on the day of the exam

If you are feeling unwell on the day of the exam you should, if possible, still attend for your exam. You should inform the exam officer, who will in turn inform the invigilator. Exam conditions will apply as soon as you enter the exam room so you must not leave the exam room, if you are too unwell to continue, without notifying the invigilator. Following the exam we will notify the exam board that you were unwell. The exam boards can issue concessions depending on the seriousness of the illness.

If you are too ill to attend an exam you must get someone to telephone the school exam officer/school reception as soon as possible. Tel: 01332 514267. You and your parent must complete an absence form

detailing why you were unable to attend, if you have seen a doctor or a medical professional we would also ask them to verify this. We can ask the exam board to issue you with a final grade for that subject based on any controlled assessments and exam papers you have already submitted. The exam board will only consider this if you have completed at least 25% of the qualification.

Absent

Your exams are extremely important and it is vital that you attend for all external and mock exams. If you have an unauthorised absence from an exam you will be recorded as absent on the exam attendance register with no marks. You cannot take the exam on another session or day.

Equipment you will need to bring to each exam

Please make sure you have the correct equipment for the exam e.g.: black pens, pencils, erasers, rule, maths equipment, highlighter and a calculator. If you bring a pencil case it must be a clear plastic one. Pencil cases are not allowed on the desk unless they are clear plastic.

- Gel pens and correction fluids or correction tape are not allowed to be used on exam paper, highlighters can be used to highlight points in the exam paper but cannot be used in answers.
- If you are unsure ask the invigilator.

Please make sure you check you equipment before leaving home before each exam. Whilst the school has spare equipment this is only for emergency use, and will only be issued during an exam when a student raises their hand for an invigilator.



Calculators

Candidates may use a calculator in an examination unless prohibited by the exam board's specification. Where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the exam board's regulations. The instructions set out in the section apply to all examinations unless stated otherwise in an exam board's specification.

Calculators must be:

- Of a size suitable for use on the desk;
- Either battery or solar powered – check your battery is in good order
- Free of lids, cases or covers which have printed instructions or formulas.

Calculators **must not**:

- Be designed or adapted to offer any of these facilities:
- Language translator;
- Symbolic algebra manipulation;
- Symbolic differentiation or integration;

- Communication with other machines or the internet;
- Be borrowed from another candidate during an examination for any reason;
- Have retrievable information stored in them - this includes:
- Databanks;
- Dictionaries;
- Mathematical formulas;
- Text

Some calculators have “Exam Mode”, this is acceptable if activated as a calculator then becomes compliant with the above requirements.

Where calculators are used for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculation portion.

Unauthorised Equipment

Wrist watches and Mobile Phones

- Watches of any description **are not allowed** to be worn in the exam room. Mobile phones **are not allowed** in the exam room.

If a mobile/smartwatch (or any other type of electronic communication or storage device or equipment) is found in your possession (even if it is turned off) once the invigilator has announced the start of the exam it will be taken from you and a report made to the appropriate exam board. This could result in disqualification from the examination. No exceptions can be made.

- Earphones or ear plugs, unless approved by the SENCo for individual use.
- Water bottles containing logos, writing or patterns.
- Food items.
- Revision notes, additional paper or study guides.
- Calculators, or dictionaries, unless allowed in the exam.

Any candidate, who is found to have any unauthorised items on their person, even if it is in their pocket turned off, will be reported to the exam board. The exam board is likely to disqualify the exam paper and you will be awarded zero marks. These items should be turned off and left in your locker under normal school rules.

If you have forgotten to remove unauthorised items, before the exam starts, please raise your hand when the invigilator announces the instructions. Items will be retained for collection at the end of the exam. The JCQ Warning to Candidates and no Mobile Phone Posters will be displayed outside each exam room to remind you of these regulations.

Food & Water

Food is not allowed in the examination room. Water must be in a clear plastic bottle, with all labels removed. Queries regarding medication should be addressed to the exams officer.

During Exams

Coping with exam pressure

‘Stress is not necessarily a bad thing’

People react to stress in different ways. Stress can be a great motivator for some students, giving them the ‘get up and go’ that they need to succeed. Other students are indifferent to stress; they can float along without getting affected by stress in a good or bad way. Stress can be a bad thing for some students, when exam pressures become overwhelming.

The key things to remember are:

- Stress is nothing to be scared of
- Anxiety is not inevitable
- You can learn how to cope more effectively.

How to control physical reactions to anxiety

Deep Breathing

When you become anxious, your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

- Sit comfortably with a straight back
- Place your left hand on your chest, and right hand below it, on your diaphragm
- Inhale deeply through your nose for 5 seconds
- Hold your breath for 2 seconds
- Exhale slowly through your mouth
- Feel the expansions in your diaphragm
- Repeat for 1 or 2 minutes until you feel calm

The key things to remember are:

- If you suffer from anxiety, replacing negative beliefs can help
- Some people find it helpful to keep a record of their beliefs
- You can become a more confident person with a 'can-do' attitude

Dress code

Full school uniform and correct dress code is required for all exams. Private candidates returning to re-sit exams should wear appropriate smart clothing.

Personal belongings

Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in your locker. Private candidates' items can be left with the invigilator at the front of the room.

Seating plans

Seating plans are set out by the exams officer. You will usually be seated in candidate order. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

Exam conditions

You are under strict exam conditions from the time you enter the exam room until the time all candidates leave. If you are using a laptop/PC to type your exams you will still be under exam conditions until after you have printed and signed your typed exam paper.

Once you enter the exam room you are under exam conditions until you leave the exam room which means:

- All mobile phones, electronic devices and watches must be left in your locker or given to the invigilator in the extreme case that you have forgotten to do so.
- Candidates must listen to, and follow, the instructions of the invigilator at the start of each exam, do not write anything until the invigilator tells you to do so.
- The centre number, exam paper, start and finish times, including extra time where appropriate will be displayed on the notice board at the front of the exam room. If you are unable to read this you must inform the invigilator.
- Candidates must not communicate with or disturb other candidates whilst in the exam room.
- If you have a problem you must raise your hand and wait for the invigilator to come to you.
- If you do not have the correct equipment you must raise your hand during the exam and wait for the invigilator to come to you.
- You must stop writing when the invigilator tells you to do so.
- You must not leave the room until told to do so by the invigilator.

- If you feel ill or need to use the toilet during an exam you must raise your hand and wait for an invigilator. If you do need to leave the exam room you will be escorted.

Emergencies

If the emergency fire alarm sounds during an exam the invigilator will give you instructions. You must stop writing and close your exam paper and await instructions. On leaving the exam room you must remain in silence otherwise it may be considered as malpractice.

Once it is safe to do so you will be instructed to return to the exam room to continue. The invigilator will amend the finishing times. A request for Special Consideration will be made to the exam board for all candidates for the disruption. If you are unable to return to the exam room because it is unsafe to do so, a full report will be sent to the exam board and special consideration applied for all candidates for the relevant exam.

Candidates with access arrangements/reasonable adjustments

Access Arrangements are the responsibility of Mrs McBeth (SENDCo) who will have already discussed any tests or evidence of need with you and made you aware of the arrangements that have been approved by JCQ. The SENDCo will advise the exams officer of the candidate's needs. Not all Access Arrangements can be used in all exams and these can change from subject to subject. These arrangements are designed to level the playing field and should not change the nature of the assessment or alter the standard of the assessment.

Candidates with extra time or special arrangements will be fully informed of their circumstances prior to the exam. Invigilators will also be aware of such arrangements.

Contingency day - Summer 2024

JCQ have designated contingency days for the afternoons of the 6 and 13 June as well as the day of 26 June 2024. These contingency days are designed to be used in the event of national or significant local disruption to examinations. **You must remain available for these dates**, unless you have already completed all of your exams. If the exam is rescheduled you must take it on the allocated time and date given or you will not be eligible for a grade to be issued for that component (subject to normal rules around Special Consideration).

After the exams

Results

All candidates will be notified of their results via the ISAMS app on results day and will be able to collect their results in school at the agreed time. Results will not be given over the telephone. Members of the Senior Leadership Team, the exams officer, some tutors and subject teachers will be present on results day.

A Level Results – Thursday 15th August 2024

GCSE Results – Thursday 22nd August 2024

Uncollected results will be posted on results day.

Post-results

Enquiries about results decisions can be discussed with senior leaders and Subject Teachers on results day. A post results review can mean your grades may go up, go down or stay the same so it is important for you to speak to a member of staff before proceeding with a review. The Exams Officer administers the review process.

The JCQ post-results services available via all exam boards are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Post-results services

Candidates who have not achieved the expected grade(s) may, following a discussion with their subject teacher, Assistant Head wish to pursue a Review of Results (ROR). All exam boards offer the following services:	
Service 1: Clerical re-check only Service 1 Clerical re-check with a copy of re-checked script	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks.
Service 2: Review of marking Service 2: Review of marking with a copy of reviewed script	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above.
Priority Service 2: Review of marking Priority Service 2: Review of marking with a copy of reviewed script	This service is only available for GCE's and very limited GCSE's. Same as above except applications are given priority.
Service 3: Review of moderation (This service is not available to individual candidates)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work..
ATS: Copy of script to support review of marking	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
ATS: A Copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning
NOTE: There is a cost associated with each service, more information will be provided on results day, along with the required consent form. Payment for the service must be made in advance to the school. You should be aware that any post results review can result in a change to the original marks , which may lead to a grade being raised or lowered.	

Certificates

Certificates usually arrive in November. Candidates will be notified when certificates arrive, either by email for existing students, or letter for those who have left Derby High School. All certificates have to be signed for in person, or written consent provided before certificates will be released to a third party. **It is really important that you collect your certificates as these are only held for one academic year before being destroyed.**

You must keep the certificates in a safe place as you will need to produce them for future educational establishments or employers. Exam Boards charge high fees for replacement certificates.

Complaints and Appeals procedures

Derby High School has an internal appeals procedure for marks awarded in Non-Examined Assessments. A copy can be found on the school website. [Key Information - Derby High School](#)