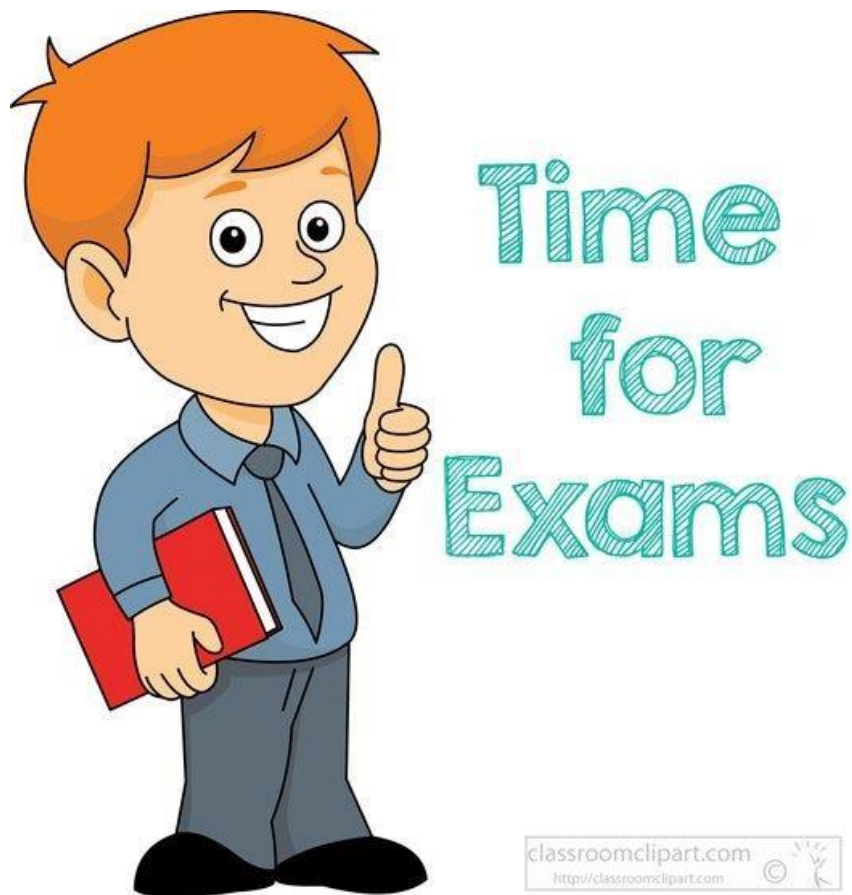


CP RIVERSIDE
SCHOOL



Student Exam Handbook 2023/24



INTRODUCTION

It is the aim of CP Riverside School to make the examination experience as stress free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for both you and your parents/carers.

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations by all schools and students to avoid claims of malpractice. Please read the information provided in this booklet carefully, please pay particular attention to the Notices for Candidates that are in the back of this booklet.

The Exams Officer for CP Riverside School is Karen Woodford who is located in the main school office.

Any questions you have may be answered in this booklet. If there is anything you do not understand or any question that has not been addressed, **please contact Karen soon as possible.**

In addition, if you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations you may contact the Exams Officer via email or telephone, details are below.

Mrs Karen Woodford – Exams Officer

Karen.woodford@cpriverside.co.uk

Tel: 0115 9864098

BEFORE THE EXAMINATIONS

DATES AND TIMES OF EXAMS

- You will be provided with an examination timetable that will show the dates and times of all the examinations you will be taking.

CONTACT NUMBERS

- Please ensure that school has up-to-date telephone numbers in case we need to contact you for any reason during the exam season.

EQUIPMENT

- School will provide all the necessary equipment required for your exams.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Copies of the JCQ exam information for candidates can be found on the school website. These should be read carefully. Please note that to break any of the examination rules or regulations could lead to malpractice and sanctions. You should be aware that the school **must** report any breach of regulations to the Awarding Body.

EXAM INVIGILATORS

- Invigilators are used by the school to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions **at all times**. Most of the invigilators we use will be staff you are already familiar with.
- If you are in a room with other students and have **any** problem during your exam, raise your hand and an invigilator will come to your desk. **Do not shout out or get up from your desk.**
- Please note that invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.
- Pupils who are disruptive or behave in an unacceptable manner **will be removed from the examination room.**

FIRE EVACUATION DURING EXAMINATIONS

- If the fire alarm goes off during the examination period it is vital that you follow the instructions of the exam invigilators.
- Once the “all clear” has been given you will return with your invigilators, in complete silence and under exam conditions back to the same exam room.
- On return to the examination room you must not recommence your examination until you are instructed to do so by the invigilators. You will be allowed the full working time for the examination and a report will be sent by the Exams Officer to the awarding body detailing the incident.

DAY OF THE EXAMINATIONS

- Students are responsible for arriving in good time for their exams. All our morning examinations start at **9.30 am**. You must arrive at school **no later than 9.00 am** in order that items can be handed in and you are seated in the exam room in good time. Afternoon exams start at **1:00 pm** and you must be on the school site no later than **12:30 pm** (if you are not already on the school site for revision sessions)

IF POSSIBLE, PLEASE LEAVE MOBILE PHONES, EAR PODS, IPODS/IPADS, SMARTWATCHES, WRIST WATCHES, MP3 PLAYERS OR ANY ELECTRONIC DEVICE AT HOME. IF YOU DO BRING ANY OF THESE DEVICES INTO SCHOOL THEY MUST BE HANDED IN UPON ARRIVAL

- **Ensure you go to the toilet before you enter the examination room.** Requests during the exam may be refused unless you have a known medical condition.

All requests to leave the room for the toilet are logged and excessive requests may be investigated by the examination board as malpractice which could result in a loss of marks.

- Unauthorised Items and Warning to Candidate posters will be displayed outside each exam room – please take note of these and make sure you comply.
- Once you enter the exam room you will be under formal exam conditions until you are given permission to leave by the invigilator. This means that **you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room**. You must enter the exam room **in silence** and find your seat as quickly as possible
- All items of equipment required for your exams will be provided by school in a pencil case. **Do not use highlighter pens or gel pens in your answer booklets.**
- You must listen to and follow the instructions of the invigilator at all times in the room.
- The exam paper will have been placed on your desk before you enter the room. If so, please do not attempt to look inside and read anything.
- Please do not write anything on the exam paper until told to do so. When advised to complete the front, do so using your **legal name** and **not** your preferred name.
- No food or sweets are allowed in the examination rooms. Water will be provided in the exam rooms for students – personal bottles **will not be** allowed and will be confiscated and returned at the end of the exam.
- Please do not write on examination desks. This is regarded as vandalism by the school and you may be asked to pay for any damage caused **OR** clean the vandalised desk.
- Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper for marking.**
- **Read all instructions printed on the front of the exam paper carefully** and number your answers clearly.
- **You will not be provided with paper to do “rough work”** – you must write all rough work in the spaces on your exam paper and neatly cross through it with a single line. If you require extra answer paper please raise your hand and an invigilator will bring some over to you.

- It is expected that students remain for the duration of the examination. If you finish earlier than the stated end time **you must sit quietly and patiently** until the end of the exam so as not to disturb other students who are still working. Any disruption will be reported to the examination board and you will could possibly lose marks
- At the end of the examination all work must be handed in. If you have used additional paper for your answers make sure that you have all your candidate details on them and that your answers are numbered. Then place the extra sheets **inside** your answer booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence **must be maintained** during this time. Remember you are still under examination conditions until you have left the room as other candidates may still be working.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- You should remain seated in silence, **facing the front** of the examination room, until you are told to leave. Please leave the room **in silence** and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.

**Please ensure you read all the JCQ Information
for Candidates on the school website.**

AFTER THE EXAMINATIONS

NOTIFICATION OF SUMMER RESULTS

- Results will be available in August. You will be notified by email/letter of the exact date and arrangements for collecting them.

AFTER RESULTS

- If you are unhappy with any of your GCSE results it is possible to have certain checks carried out. This must be done through the School and in accordance with the School's appeals procedure. If you require post-results advice or wish to discuss your results, staff will be available on results day – please note the examination boards make a charge for this service and payment for either a review of marking or to request your exam script back must be paid prior to an application being submitted. The necessary forms will be available from the school reception on results day. **Please be aware that on appeal, results can go down as well as up!**

CERTIFICATES

Once your certificates have arrived in school you will be notified via email/letter advising you when these are available to collect from school. Please ensure you keep the school updated with any changes of address should you move house prior to the receipt of your certificates.

Please note:

- CP Riverside School is only obliged to keep certificates for a period of one year after issue. However, we have made the decision to keep certificates for a period of 5 years. After this period of time the certificates will be destroyed and you will have to contact examination boards for replacements and this will be at a cost.
- Once you have collected your certificates please keep them safe as they are important and will need to be presented if you go on to further education, an apprenticeship or employment. CP Riverside School does not keep a photocopy of students' exam certificates in school. A replacement may be available from the examination board, but they will charge for this.

COMPLAINTS AND APPEALS

If you (or your parent/carer) have a general concern or complaint about the centre's delivery or administration of a qualification you are following, CP Riverside School encourages you to try to resolve this informally in the first instance. A concern or complaint should be made in writing to the Exams Officer.

If a complaint fails to be resolved informally you are then at liberty to make a formal complaint. Please refer to our Complaints and Appeals Procedure on the school website.

FREQUENTLY ASKED QUESTIONS



Q. What do I do if I have an accident or am ill before the exam?

- Inform the Exams Officer at the earliest possible opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe or laptop to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital)

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance so that the Exams Officer can be informed.

Q. If I am late can I still sit the examination?

- Provided you arrive in school no later than 10.00 am, it **may** still be possible for you to sit the examination. You should notify school as quickly as possible to let them know why you are running late and should get to school as fast as you can. You must report to reception on arrival. The Exams Officer will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- YES.

Q. Why can't I bring my mobile telephone or watch into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones etc.) is regarded as cheating and is subject to severe penalties by the awarding bodies. **Any kind of watch is required to be handed in – even if it is not a smartwatch.** If a mobile phone or electronic device is found in your possession - **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an exam face disqualification from the subject concerned. Please leave your phone at home or hand it in.

Q. How do I know how long the exam is?

- Details of the start and end time of the exam will be displayed in the examination room. Invigilators are not allowed to tell you how long you have left.

Q. Can I leave the exam early?

- You will not be allowed to leave the exam room early unless the Exams Officer has agreed.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. You must listen carefully to their instructions and remain silent. You will still get the full allotted time for the examination if there is a need to evacuate the building.

Q. Can I go to the toilet during the exam?

- Ideally you should make time to go to the toilet prior to the start of an exam. If it is **absolutely necessary**, you will be escorted by an invigilator, however, you will not get any extra time added to the exam timings.














It should be noted that all toilet trips made by students are noted on the exam room incident log (as per examination regulations) and may be provided to the examination board should the number of visits seem excessive. This may result in further investigation into suspected malpractice by the board and you could be penalised by loss of marks.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate, it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future.

If you have any questions that remain unanswered please do not hesitate to contact Karen Woodford your Exams Officer in the School Office.

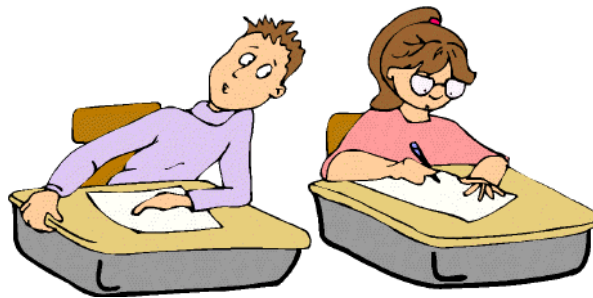
A quick reminder of Dos and Don'ts during your exams

	Arrive at school <u>ON TIME</u> . It is much better to arrive early in case there are problems with your journey. You will be expected to be in your exam room at least 15 minutes before the start of any exam.
	Hand in your mobile phone and ensure it is switched off - Students MUST NOT have mobiles phones in their possession (either on or off). This is very important – if a phone is found, there is a good chance that you will be disqualified from the exam you are taking and possibly also the whole subject.
	Hand in any unauthorised items – including wrist watches, smart watches, ear buds/pods,
	Put your hand up if you require additional paper to complete your exam
	Ensure you go to the toilet before the start of your exam
	Put your hand up if you need to speak to the invigilator
	Listen carefully to the instructions of the invigilator
	Ensure you use your legal name on your exam paper – not your preferred name
	No food or sweets are allowed in the exam room. Water will be provided by school.
	Do not do anything with your exam paper until instructed to do so by the invigilator
	Do not talk in the exam room or attempt to attract the attention of other students'
	Do not draw or write anything inappropriate on your exam paper
	Do not fidget, tap or cause any unnecessary distractions/disturbance in the examination room. This will be taken very seriously and may be reported to the examination board and could result in a loss of marks



Remember - Play by the rules - examination boards take any form of malpractice during exams very seriously and will issue a sanction. This may be a warning letter or loss of marks.

MALPRACTICE GUIDANCE FOR STUDENTS



What is malpractice?

“Malpractice” is any act or practice which is in breach of the JCQ regulations or which:-

Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- ❖ Altering results documentation, including certificates
- ❖ A breach of the instructions or advice given by an invigilator or awarding body in relation to the examination rules and regulations
- ❖ Collusion – working collaboratively with other candidates beyond what is permitted
- ❖ Copying from another candidate – including coursework and during the exam
- ❖ Deliberate destruction of work – including defacing your own exam script
- ❖ Disruptive behaviour in the exam room
- ❖ Talking in the exam room
- ❖ Written communications between candidates
- ❖ Taking unauthorised notes into the exam room
- ❖ Using permitted notes/books that have been over annotated
- ❖ Including inappropriate or offensive material in scripts or coursework
- ❖ Plagiarism – copying from published sources (including the internet)
- ❖ The use of AI in any work
- ❖ Theft of someone else’s work (project or coursework) to pass off as your own
- ❖ Possessing a mobile phone (even with the SIM card or battery removed), or MP3, iPOD, wrist watch or smartwatch, ear pods etc. whilst in the exam room
- ❖ Leaving the exam room or while still under exam conditions, unescorted before the end of the exam

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

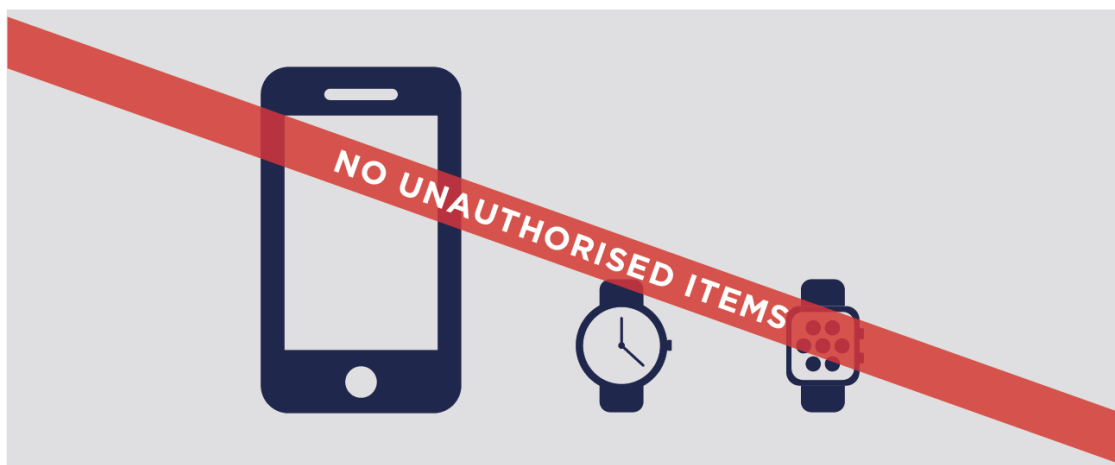
Warning to Candidates

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.

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.
