

CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

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Introduction

Christ's College, Guildford 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

- The purpose of this handbook is to support candidates and parents/carers through the examination process, and ensure all the relevant information is provided in advance of any exam/assessments being taken.
- A copy of this handbook and all the relevant JCQ documents, posters, policies/ procedures can be found on the Christ's College Exams website page - <https://www.christscollege.surrey.sch.uk/exams>
- Candidates need to also be aware of the following documents which can be accessed from the Christ's College website: <https://www.christscollege.surrey.sch.uk/exams>
 - ❖ Information for Candidates - Written Exams
 - ❖ Information for Candidates - Coursework
 - ❖ Information for Candidates - Social Media
 - ❖ Information for Candidates - Privacy Notice
 - ❖ Warning to Candidates Poster
 - ❖ Unauthorised Items poster
 - ❖ AI & Assessments Poster
 - ❖ Candidates Briefing Instruction Before Exams
 - ❖ JCQ Preparing to Sit Your Exam

Malpractice

As required by the awarding bodies, Christ's College will ensure that any cases of alleged, suspected or actual incidents of malpractice before, during or after examinations/assessments are investigated and reported to the awarding body immediately.

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

Where a candidate commits malpractice, the awarding body may decide to penalise the candidate which could include anything from a warning, loss of marks/disqualification for components/units, or disqualification from a whole qualification.

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 or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

and/or for non-examination assessments and coursework:

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/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

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...

For further information, you can refer to Christ's College's **Exams Malpractice Policy** available on the school's website: <https://www.christscollege.surrey.sch.uk/assets/Exams-Malpractice-Policy-2024-25.pdf>

Personal data

The JCQ Information for Candidates Document – Privacy notice, general and vocational qualifications explains how awarding bodies collect information about examination candidates and how the information is used. (Regulation 6.2) . Candidates need to read this information and then complete the Candidate Declaration Confirmation Form 2024-25 to confirm you have understood the information and that your personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.

Copyright

(Regulation 6.15) The copyright of any work created by candidates that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.

By submitting this work candidates are granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence).

If a candidate does not wish the awarding body to have these 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.

Candidates will be asked to complete the following Candidate Declaration/Confirmation Form which is available from the Exams website page.

Coursework assessments/non-examination assessments

'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'. The principles for non-examination assessment as determined by the qualification regulators for England and Wales are:

- non-examination assessment should only be used where it is the only valid means of assessing essential knowledge and skills;
- non-examination assessment must strike a balance between valid assessment of essential knowledge and skills, sound assessment practice and manageability;
- any non-examination assessment should be designed to fit the requirements of the particular subject including the relative weighting of written examinations.

Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions.

Written timetabled exams

Candidate Exams Information

- Candidates are responsible for knowing their own exam timetable: date and time of all their exams, seating arrangements and rooms
- Candidates must check their Candidate Statement of Entry - check that their personal details and exam entries are correct
- If anything is incorrect, inform the Exams Officer
- Candidates must be aware of the contents of the JCQ Unauthorised Items and Warning candidates posters. These will be posted outside every exams room and can be found on the school website at: <https://www.christscollege.surrey.sch.uk/curriculum/exams>

Conduct on the Day of the Exam

- Be on time for all your exams. If you are late, your work might not be accepted.
- Do not become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.
- Any pencil cases taken into the exam room must be see-through.
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- If you have a watch, the invigilator will ask you to hand it to them.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- You must not write inappropriate, obscene or offensive material.
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- Do not borrow anything from another candidate during the exam.

Contingency sessions - Summer 2025

The awarding bodies designate 'contingency days' for exams. These days are added to the common examination timetable in case of an event of national or significant local disruptions to examinations.

In the event of any disruption to a day of examinations, the awarding body may reschedule an exam. Candidates must ensure they remain available until the last contingency day - Wednesday 25 June 2025 – to ensure they can take their exam if such an event occurs. Any candidate who chooses not to be available for any reason(s) other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

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 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

If candidates are taking two or more examinations in a session and the total time is three hours or less, our centre may decide the order of the examinations within the timetabled session.

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.

Where candidates are taking examinations at times outside the awarding body's published starting times, candidates must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it;

'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not: a. be in possession of an electronic communication/storage device or have access to the internet; b. have contact with any candidate who has sat the examination; c. be coached by a member of centre staff.

Where you will take your exams

Most students will take their exams in the Sports Hall, but some students will take their exams in smaller classrooms /rooms depending on their predetermined Access Arrangements.

What time your exams will start and finish

- JCQ/ Exam Boards publish specific start times for all exams either 9.00am or 1.30pm. A school or college may start an exam up to 30 minutes before or after the published start time.
- Morning exams at Christ's College will start at 9am
- Afternoon exams at Christ's College will start at 1.00pm to enable students to get buses etc. However, parents/carers and students need to be aware of the duration of their exams and therefore may end later than expected. Please ensure appropriate arrangements for travel home are considered. Students with access arrangements that give them extra time will finish later than the scheduled finish time.
- Christ's College policy is that students must remain in the exam room for the whole of the exam duration, even if the student has finished.
- Candidates need to be ready to line up to enter the exam room 15 minutes before the start of the exam.

Supervision during your exams

- Exams are supervised by a team of invigilators, who are employees of Christ's College. In exceptional circumstances where there is a shortage of invigilators, the Exams Team will draw on Teaching Assistants to support the invigilation of exams.
- All invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and are fully trained.

Exam room conditions

Candidates will be asked to line up outside the exam room approximately 15 minutes before the start of the exam. They will need:

- all the necessary equipment to take their exam (clear exam pencil case with equipment, bottle of water)
- Christ's College staff will remind you of the regulations around exams and about unauthorised items that need to be left in bags.
- any personal items including bags, clothing etc must be placed outside the Sports Hall if the exam is in the Sports Hall, or at the front of any of the smaller rooms, where they will remain for the duration of the exam.

- candidates need to line up in silence in preparation for entering the exam room. Once inside the exam room, candidates are under formal exam conditions from the moment they enter the 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 talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body
- candidates will be provided with the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam.
- When completing the front of the answer booklet candidates must use their legal names (so that this matches their entry information) this must not be completed until instructed to do so by the invigilator
- Invigilators will provide any additional relevant information regarding the use of additional answer sheets/answer books at the beginning of the exam.
- candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

Where you will sit in the exam room

- The Exams Officer creates a new seating plan for every exam. Candidates are generally seated in candidate order unless there are specific requests from the SEND team or because of pre-agreed access arrangements. Candidates may not always sit in the same seat, so they must check the seating plan in advance of the exam.
- Most candidates will take their exams in the Sports Hall with some students taking their exams in smaller rooms.
- Candidates can obtain their seat number for their exam e.g. A1, A2 by looking on the seating plan/ candidate list that is posted the day before each exam on the Exam's Board which is located in the Hub on the ground floor and outside the exam room at the time of the exam.
- If necessary, invigilators will support candidates to find their allocated seats.

How your identity is confirmed in the exam room

Candidates are initially identified by a Progress Leader or Assistant Principal whilst entering the exam hall/room. Each candidate also has a printed card placed on their allocated desk with their photo (if available), legal name and candidate number and any Access Arrangement. If a Progress Leader or Assistant Principal is not available to identify students in all rooms, experienced invigilators will perform the checks and review the photos on their printed card.

What equipment you need to bring to your exams

Candidates are responsible for bringing with them any materials needed for the examination.

They will need the following equipment for each day at College and for the exams period:

- clear plastic pencil case
- at least 2 black ink pens
- ruler
- pencils
- pencil sharpener
- eraser
- protractor
- compass

A drink is allowed in the examination room, however it must be in a transparent bottle free from any packaging /logos and all labels removed.

Using calculators

Candidates need to be aware of the regulations with regard to using calculators in an examination.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instruction or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - 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 formulae;
 - Text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

What you must not bring into the exam room

Candidates **must not** take into the exam room:

- a) notes
- b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch

Unless you are told otherwise, you **must not** have access to:

- c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks
- d) Pre-prepared templates

REMEMBER: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

On entering the exam room candidates will be reminded about the regulations, and asked to show that they are not wearing any watches or similar devices, ear pods or any other unauthorised items.

Food and drink in exam rooms

There is no food allowed in the examination rooms apart from items that maybe required for health reasons. i.e; for a diabetic

Water is allowed in clear bottles to be left underneath the students desk. Water must be in clear unlabelled bottle in accordance with ICE section 18.

Items brought in that do not comply will be removed from students until the end of the examination.

Students are made aware of this in assemblies, tutor groups, exam policy, posters in school, invigilation staff as they enter the main hall.

What you should wear for your exams

Full Christ's College Uniform must be worn throughout the exam period.

Where your personal belongings will be stored during your exam

Any personal items including bags, clothing etc must be placed outside the Sports Hall if the exam is in the Sports Hall, or at the front of any of the smaller rooms, where they will remain for the duration of the exam.

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 exam. Candidates will be permitted the full time for the examination.

A candidate is considered "very late" for the exam when they arrive more than one hour after the awarding body published start time (which lasts one hour or more) or after the published finishing time that lasts less than one hour. In this instance Christ's College will need to inform the relevant awarding body and candidates need to be aware that they may not accept their script.

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

- Parents/carers of candidates who are unwell on the day of the exam MUST contact the attendance line in the normal way to inform College of their absence. However, they must also email their Progress Leader to let them know
- Candidates will need to obtain a medical certificate from your doctor as proof of illness
- If you miss the exam due to circumstances beyond your control, then Christ's College may be able to apply for special consideration.

What happens if you have an unauthorised absence from your exam

Any candidate who is deliberately absent from an examination, which he or she is due to take, will be liable for the cost.

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

Candidates must follow all instructions given by the invigilators or Senior Leaders. Please refer to school's emergency evacuation policy/procedure and/or any specific instructions candidates need to be aware of, available on Christ's College's Exams website: <https://www.christscollege.surrey.sch.uk/curriculum/exams>

Candidates with access arrangements/reasonable adjustments

- Please refer to school's access arrangements policy, available on Christ's College's Exams website: <https://www.christscollege.surrey.sch.uk/curriculum/exams>

Results

Results day is Thursday 21 August 2025. Students will be able to come and collect their results that morning from 9.30am - 10.30am.

If any student is unable to collect their statement of results on the day, the student MUST email the Exams Officer in advance, to nominate another individual to collect the results on their behalf. This individual must produce photo ID before we can release the results.

Contact: exams@christscollege.surrey.sch.uk

Post-results services

Heads of Department (HODs) review all results. They may recommend one of the following:

- Clerical re-check for an individual student – this service is only available for objective tests (those with multiple choice questions/answers)
- review of marking
- review of moderation for controlled assessment or coursework in a whole subject - not available for individual students.

Only the College can request a post-results service (PRS). Students cannot go directly to the exam boards (awarding bodies).

For example, the student is extremely close to the next grade boundary. We then recommend a review (PRS). The following steps will be followed:

1. The student must complete the “Christ's College Post-Results Service Request Form” - Parent/Carers are not able to provide this permission, it MUST be the student.
2. The College makes the request to the awarding body

Please note that when you request a review of marking your grade could be lower, remain the same or be higher than your original grade.

If a student would like to request a PRS for a particular subject, and they have not been advised to do so by the college, they should in the first instance contact Mrs S French on email: sfrench@christscollege.surrey.sch.uk to discuss their concerns before proceeding.

The college will advise you whether they support your request and their reasons for their decision. If a student wishes to proceed without the support of the college, then the cost of awarding body fees will be charged in full.

You may also request a copy of your exam script to:

- support your decision to proceed with a Review of Marking
- support teaching and learning

Further details of PRS services will be published on the school website including forms, costs (where applicable) and key dates in due course.

Certificates

- Certificates are given out in our Awards Evening in November
- If you can't attend this, we will hold days/times when you can come in collect your certificates
- Certificates must be collected by the student themselves or by a nominated person. This person should be confirmed in writing by the student, and must bring in photo ID when collecting the certificates: mail exams@christscollege.surrey.sch.uk

Internal appeals procedure

When students are informed of their centre assessed marks for non-exam assessments, and if students consider that their assessor has not properly applied the mark scheme to his/her marking, then candidates may make use of the Exam Internal Appeals Procedure 2024-25 which can be found on the Exams website page in the Exams Policy section.

<https://www.christscollege.surrey.sch.uk/exams>

Complaints policy

Please refer to school's **Complaints Policy** (Exams) which can be found on the Exams website page in the Exams Policy section.

<https://www.christscollege.surrey.sch.uk/exams>

JCQ Information for candidates - coursework

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

Please go to the **Information for candidates - Coursework 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

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 go to the **Information for candidates - non exam assessments 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

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 go to the **Information for candidates - on-screen tests 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

JCQ Information for candidates – written exams

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

Please go to the **Information for candidates -written exams 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

JCQ Information for candidates – Social Media

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

Please go to the **Information for candidates - Social Media 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

JCQ Information for candidates – Privacy Notice

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

Please go to the **Information for candidates - Privacy Notice 2024-2025**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

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 go to the **Unauthorised Items Posters**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

Or go to *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 go to the **Warning to Candidates Posters**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

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

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.

Please go to the **AI and Assessments Poster**, which can be found on the Exams website page in the Joint Council For Qualifications (JCQ) And Candidate Exam Information section.

<https://www.christscollege.surrey.sch.uk/exams>

Or go to *AI and Assessments: A quick guide for students* poster on here:

<https://www.jcq.org.uk/exams-office/malpractice/>