



**GEORGE  
SPENCER  
ACADEMY**

**Candidate exams handbook  
2021/2022**

This handbook is reviewed and updated annually

Produced/reviewed by	
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Date of next review	September 2022.

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## Introduction

George Spencer Academy is committed to ensuring that candidates are fully briefed on the exam 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 the candidate exam handbook

The purpose of this handbook is.

- *To support/complement candidate briefings/assemblies*
- *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 that they need to be made aware of*

## Malpractice

- *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*

You need to know that 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.

## Written timetabled exams

- Student will be provided a candidate statement of entry (to check that personal details and exam entries are correct). You must check your personal details very carefully. It costs to amend these details later.
- All students will be provided a hard copy emailed a copy of their candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments)
- All students will receive a printed copy during Registration. If they are absent on that day or have lost their timetable, it can be posted home and the student will have their electronic version as back up.

- What to do if you have a query? – All students need to contact Mrs Wilson (Examinations Officer) at [examinations@george-spencer.notts.sch.uk](mailto:examinations@george-spencer.notts.sch.uk). The exams officer will not change tier unless approved by subject teachers first.

Please see **Appendix 1** for an example copy of your exam timetable.

### Key Information

- All JCQ regulations that exam candidates must be aware of are available on the George Spencer Academy school website. Please ensure you have familiarised yourself with this.
- Information for each exam series (PPE/External) will be available here to include, and not limited to, JCQ Regulations, Exam Timetables, Information gathering, helpful Awarding body data and Exam Support advice.
- Available via George Spencer Homepage, Information, Exam Support.

[Exam Support – George Spencer Academy \(george-spencer.com\)](http://george-spencer.com)

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

The Joint Council for Qualifications (JCQ) provide clear guidance on Exam clashes, which state that an exam clash is

**“If candidates are taking two or more examinations in a session and the total time is three hours or less.... You may also give candidates 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”**. In other words, you must be supervised at all times.

**2.10 If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks†, you may conduct an examination in a later or earlier session within the same day, without the need to complete any paperwork. Prior permission from an awarding body is not required.** However, the security of the examination **must** still be maintained”

- In the event of you experiencing an exam clash during the summer exam series, the school will resolve this to ensure there is a minimal disruption as possible.
- On the morning of your clash exams, you will be instructed where to leave your bags/ notes for later at the start of the day. You will only be allowed to have your notes in the exam clash room.
- A member of staff / Invigilation is appointed to supervise candidates at all times if a student will be required to sit an exam later than the published start time on the same day. This will be to ensure there is no contact with other candidates.
- Students are to be escorted to a designated room within school, allocated to students with exam clashes.

- You must not have your phone or access to electrical equipment during your clash period. You will be asked to hand this in at the start of the day. If you are found to have this on your person this will be in breach of exam rules and must be reported to the awarding body.
- You are allowed to have paper notes or access to revision books only. It will be advised to bring a packed lunch on this day and a water bottle. Please make school aware as soon as possible if you are entitled to free school lunches as you will not be allowed to leave. Please be aware, if other students are there, if circumstances permit, revising in silence will be instructed.
- All students will remain there until the required time where you will be escorted back to the exam hall to complete your next exam. You are no longer under clash supervision once you have completed this and can leave as normal.

Refer to [ICE 7](#)

### Where you will take your exams

All examinations will take place in the sports hall or a designated exam room allocated.

### When will you will take your exams

#### Pre-Public Examinations (PPEs)

##### Year 11 –

Monday 1<sup>st</sup> November – Friday 12<sup>th</sup> November 2021.

Monday 28<sup>th</sup> February 2021 – 11<sup>th</sup> March 2021

##### Year 13 -

Monday 15<sup>th</sup> November 2021- Friday 19<sup>th</sup> November 2021.

Monday 25<sup>th</sup> April 2022- Friday 29<sup>th</sup> April 2022.

#### External exams

**January** – BTEC/CAMBRIDGE TECHNICALS

**Summer** (May-June)–GCSE/A LEVEL / BTEC/ CAMBRIDGE TECHNICAL/ CAMBRIDGE NATIONAL/FUNCTIONAL SKILLS/ VOCATIONAL (OTHER).

### What time your exams will start and finish

#### Monday / Tuesday / Thursday/ Friday

Morning – 9am

Afternoon – 1:20pm

#### Wednesday

Morning - 8:50am

Afternoon – 1pm

The exam times shown on your timetable are when the exam starts. You should arrive at least 15 minutes before the start of the exam.

### Supervision during your exams

- Exams are supervised by a team of external invigilators.
- Invigilators must follow the rules and regulations when conducting exams as directed by JCQ awarding bodies.
- The Exams Officer and Senior staff will also be present on each day of an exam timetable.

### Exam room conditions

- All candidates line up outside the exam room in seat number order. (Year 11)
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.

This means

1. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room
- *Candidates must **listen to and follow the instructions of the invigilator at all times in the exam room***
  - *Candidates must not communicate with or disturb other candidates*
  - *All of the important information you need to know will be written on the white board at the front of the room, or on a small whiteboard on your desk.*
    1. **Centre number**
    2. **Subject title**
    3. **Paper number**
    4. **The actual starting and finishing times**
    5. **Date**
  - *Any relevant information relating to the completion of the front of their answer books will be read out by the invigilator.*
  - *Your candidate number is shown on your student card on your table. BTEC students will have their registration number provided. (Example shown below)*



- *If you require additional answer sheets or have an issue, you **must raise your hand** to signal the attention of the invigilator.*

Any issues you may have, you must raise and speak to someone. If you have a question please do not sit there in silence.

Refer to [ICE 19](#)

All students must remain in the exam room for the duration of their exam.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre invigilation staff.

At the end of the examination, all papers and accompanying material are collected by the invigilator. Students are then dismissed.

Refer to [ICE 23](#)

### **Where you will sit in the exam room**

Candidates will be sat in candidate number order and in tiers if the subject requires this. All students will be provided with a personalised timetable ahead of their exams which has their seating number and location on.

### **How your identity is confirmed in the exam room**

There will be a card on your desk which has your name / photograph/ candidate number and centre number on. This must be left visible for the invigilation staff when they need to identify you for the register.

Refer to [ICE 16](#)

### **What equipment you need to bring to your exams**

*In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. Any pencil cases taken into the examination room, must be see-through.*

Refer to [ICE 18](#)

*The school can provide some stationary in the event of an emergency. This must be raised with a staff member (Learning Manager/ Exams Staff) before you go into your exam*

*If you encounter this during your exam please gain the attention of the invigilator urgently who can support you. You must be able to enter your exam prepared with stationary.*

### **Using calculators**

*You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*

Refer to [ICE 10](#)

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulae.</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>● be designed or adapted to offer any of these facilities:<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>● be borrowed from another candidate during an examination for any reason;</li><li>● have retrievable information stored in them. This includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulae;</li><li>○ text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

### What you should not bring into the exam room

- Potential technological/web enabled sources of information such as:
  - iPod;
  - Mobile phones;
  - MP3/4 players or similar devices;
  - Wrist watches
- *Prior to the examination starting, the invigilator will ensure that candidates do not have any unauthorised material.*
- *There is opportunity to hand in items during the invigilators instructions in the event this is still on your person. If you choose to conceal these and If candidates have access to unauthorised items in the examination room this may be considered as malpractice and will be reports in line with regulations.*

### Food and drink in exam rooms

Bottled water in a **clear bottle** with the label removed is allowed in the exam room. Food is not permitted, unless there is a medical need.

Refer to [ICE 18](#)

### What you should wear for your exams

Standard school policy regarding uniform applies.

### Where your personal belongings will be stored during your exam

When taking examinations in the sports hall, all bags will be left in the Sports hall Foyer. All other items including phones, will be handed in and students provided a number card. All students can then collect their item from the front desk in the sports hall following the exam.



### What to do if you arrive late for an exam

If you **think** you may be late.

- Ring 01159170100 – Main school reception.
- Ask for examinations.
- If you are unable to speak directly with the exams officer, make sure you leave a message state clearly your name, and exam you are due to take and a contact number.

If you have encountered a delay due to an unforeseen emergency, it is better to let us know as early as possible.

#### When you arrive.

- Go immediately to sign in at reception.
- Ask for examinations and **stay there** with a staff member until the Exams officer/ Staff member arrives. It is important you are **supervised** from when you arrive,

The exams officer will explain the process, ensure you are settled then take you to your exam.

If you arrive more than 1 hour past the start time, you may not be allowed to sit the exam.

So, make sure you set your alarm!

Refer to [ICE 21](#)

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

- If you are unwell you must phone school main reception at the earliest opportunity. We understand this may be the day before or morning off. Please speak with the exams officer or leave a message with a staff member and the exams officer will call you back.
- Please do not just not attend your exam.
- If you are unwell but want to take the exam, inform school. You may be able to sit elsewhere dependant on the circumstance. This is at the discretion of the Exams Officer. An application for special consideration will be applied for. You will be required to provide medical evidence to school to accompany your application for special consideration.
- If you feel unwell during an exam, inform the invigilator immediately. If you require an emergency exit out the room, a staff member will follow you. You will need to be supervised at all times. If you then feel ok to return the remaining time will be allocated. If the emergency means you are not able to return. Your paper will be submitted as normal and an application for special consideration applied for.
- You must provide any relevant information regarding application for special consideration, otherwise this will not be processed. This will be a doctor note from the day you were off.

### What happens if you have an unauthorised absence from an exam

If you do not attend any part of an external exam for which you have been entered your parent/carer will be asked to pay for this exam unless a medical certificate is produced within three days of the absence.

Refer to [ICE 22](#)

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

In the event of an emergency the school will follow the **Emergency Evacuation procedure**.

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The invigilator /Exam Officer/ SLT will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from SLT/Exams Officer, who will be with you very quickly in the event of a false alarm:
- The exam will be re-started once the alarm bell has stopped ringing
- You will be given a few minutes to compose yourself and get ready to start
- The amount of time lost will be added on to your exam time so that you do not lose out. The new finish time will be clearly written on the whiteboard at the front of the room

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- During the whole evacuation time you cannot speak to any other pupil, you are under exam conditions at all times, and this may compromise exam security.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.
- Special consideration will be requested for all candidates that were affected by the fire alarm.

Refer to [ICE 22](#)

## Candidates with access arrangements

All support arrangements are determined by the Inclusion department in conjunction with the relevant staff and Exam Office personnel, and are based on a student's personal requirements and long-standing needs.

They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities or temporary injuries to:

1. Access the assessment/exam;
2. Show what they know and can do without changing the demands of the assessment/exam.

George Spencer Academy will apply directly to the awarding bodies for access arrangements on your behalf. You will be notified of your approved access arrangements in writing by the SENDCo. The Exams Officer will confirm in writing how this will be applied during your assessments including exemptions which you must be aware of.

Access arrangements are applied for based on your usual way of working in day to day lessons.

In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements. If your teacher thinks you would benefit from this they will discuss it in detail with you and make recommendations to the SENDCo (Ms Clark).

Where possible all candidates with access arrangements will be accommodated in the main exam's venue with all other candidates. If a separate venue is necessary, you will be informed and it will be clearly indicated on your exams timetable. As shown in Appendix 1. You must follow your timetable to know where your exams are.

If you make it clear you do not want this after taking your practice tests, you will be asked to sign a document that states this is your decision to remove this support. It cannot be changed following this. Emergency arrangements can be provided i.e. in the event you break your arm and are due to take an exam? However please do let us know as soon as possible, if this happens so we can provide the right support. Please email [examinations@george-spencer.notts.sch.uk](mailto:examinations@george-spencer.notts.sch.uk) as soon as is possible and we will contact you at the earliest possible opportunity.

## Results

**Year 11 – Results day 18<sup>th</sup> August 2022**

**Sixth form –Results day 25<sup>th</sup> August 2022**

### ***If you are unable to collect your results:***

- *Results can be sent via your school email only. Hotmail/ Gmail accounts **are not accepted**. You must ensure that you can get access to this and keep your password safe. It is your responsibility to do this before results day.*
- *All results will be collected from Upper Site Main Hall on your results day.*
- *Uncollected results will be kept at school until after post results then securely destroyed. Please ensure you agree with school how your results will be collected by the **agreed deadline before results day**.*
- *Full details on the information required to collect your results will be released to students during the Summer term 2022.*

Refer to [GR 5.12](#) and [Post-Results Services](#)

## Post-results services

Awarding bodies offer post results services to candidates after their exams which are available from results day.

Enquiries about results include

- **Access to scripts** - This is a photocopy of the marked exam paper that you can use to decide whether to request a review of marking or clerical re-check.
- **Review of Marking.** – This includes a clerical re-check a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking we'll make sure all the marks are counted.
- **Clerical checks** – Awarding bodies check they have marked all the pages, they are recounted and the results match the marks.

If you require further detail regarding these processes, please refer to awarding body websites directly for your chosen subjects.

Requests for post results services must be made through the school exams office.

All requests require students to complete and understand the required JCQ documents. The Exams Officer will inform you of the costs of each service upon request.

No applications will be processed unless the required JCQ consent forms are signed and dated by staff and students.

You must be aware your grade can **go down** as well as up.

Students will be asked to provide their own email address for awarding body outcomes to be sent to. This will be via an attached PDF.

Refer to [GR 5.13](#) and [Post-Results Services](#)

### **Certificates**

- Certificates will be available between **5<sup>th</sup> – 9<sup>th</sup> December 2022**. You can collect these from Main reception between the hours of 8:30-3:30pm.

If you want your certificates posting, this will be done by First Class recorded delivery. This will require a signature, if there is not one available, the post office return back to sender. This service costs £3.

If you require to nominate a representative to collect your certificates. You must inform the Exams office Details on how to collect your certificates and the information needed will be released to students during the Summer Term 2022.

All unclaimed certificates will be kept safe for 12 months then will securely destroyed in line with JCQ regulations.

Refer to [GR 5.14](#)

### **Coursework/controlled assessments/non-examination assessments**

In some subjects, controlled Assessments may be returned, but only after 7<sup>th</sup> November 2022. In the majority of subjects, Controlled Assessment work is not returned from Awarding bodies.

**In conclusion, I should like to take this opportunity of thanking you for your support during your child's time at George Spencer Academy. I hope the results gained in the forthcoming examinations reflect his/her ability and that life beyond school is both successful and enjoyable. It may well be, of course, that our association will be continuing if your child is joining the Sixth Form. We wish all students success in their examinations**

### **Useful Numbers/Key Contacts:**

**School Tel:** 0115 9170100

**Exams Officer:** Mrs E Wilson

**Director of Learning -Year 11-** Mr O'Toole

**Director of 6<sup>th</sup> Form-** Mrs Brown

**Well Being Team:** Ms D Farmer

**If you have any queries or concerns please see**

**Mrs Wilson in the Examinations Office**

***Finally, do your best and good luck!***

**Appendix 1 - Example Timetable for students.**

**Individual Candidate Timetable**

Season : PPE 2021  
 Name : XXXXXXXXXX  
 Candidate Number : 6000  
 UCI : 282780186000E

Centre Number : 28278  
 Year : Y11  
 Reg Group : 11SGN  
 ULN : 8061076305

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Mon 19 Apr	9:00AM	DOM	Loc/B	ELAN01	English Language	ELAN01	English Language	1h 45m	SPORTS HALL	B17
Tue 20 Apr	9:00AM	DOM	Loc/B	ELT01	English Literature	ELT01	English Literature	1h 20m	SPORTS HALL	B17
Wed 21 Apr	9:00AM	DOM	Loc/B	MAH01	Maths Higher	MAH01	Maths Higher	1h 45m	SPORTS HALL	E12
Wed 21 Apr	1:00PM	DOM	Loc/B	BI01	Biology Higher	BI001	Biology Higher	1h 15m	SPORTS HALL	B1
Thu 22 Apr	9:00AM	DOM	Loc/B	HI03	History Paper 3	HI03	History Paper 3 (Germany)	1h 20m	SPORTS HALL	B1
Thu 22 Apr	1:20PM	DOM	Loc/B	CH01	Chemistry Higher	CHEM01	Chemistry Higher	1h 15m	SPORTS HALL	B1
Fri 23 Apr	1:20PM	DOM	Loc/B	PHY01	Physics Higher	PHY01	Physics Higher	1h 15m	SPORTS HALL	D1
Wed 28 Apr	9:00AM	DOM	Loc/B	FRH01	French Higher	FLRW/H01	French L/R/W Higher	1h 45m	SPORTS HALL	B1
Fri 30 Apr	9:00AM	DOM	Loc/B	PHI01	Philosophy	PHI01	Philosophy - Ethical Themes	1h 20m	SPORTS HALL	B1