



GATEWAYS
SCHOOL

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually.

Produced/reviewed by	
Mrs Johnstone/Mrs Carver	
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Introduction

It is the aim of Gateways School to make the examination experience as stress free and successful as possible for all candidates. This handbook is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support candidates and parents/carers through the examination process.

Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problem arising. JCQ (Joint Council for Qualifications) sets down strict criteria which must be followed for the conduct of examinations and Gateways School is required to follow this precisely.

Please pay particular attention to the 'JCQ information for candidates' documents (on-screen test, social media and written examinations) also the 'Warning to candidates' and 'Unauthorised Items Poster' included at the back of this handbook. (Hard copy only, please see the online versions via the links below if viewing this document digitally).

- https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf
- https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written_Examinations_2324_Revision_One_FINAL.pdf
- https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf
- https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf
- https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf

If you have any queries or need help or advice at any time before, during or after the examinations please contact: Mrs Johnstone, Exams Officer Email: diane.johnstone@gatewaysschool.co.uk

Purpose of this handbook

Gateways School provides this candidate exam handbook for the purpose of:

- Complementing candidate briefings/assemblies
- Informing candidates about malpractice in examinations/assessments
- Informing candidates about the use of their personal data and copyright
- Ensuring candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- Ensuring copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken.
- Informing candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

Malpractice means any act or practice which is in breach of JCQ 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

Any case of malpractice reported to the relevant awarding body can result in one of the following sanctions:

1. Warning
2. Loss of all marks gained for a section.
3. Loss of all marks gained for a component.
4. Loss of all marks gained for a unit.
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that series.
9. Barred from entering for examinations for a set period of time.

Further information relating to malpractice can be found using the following link:

https://www.jcq.org.uk/wp-content/uploads/2023/09/Malpractice_Sep23_FINAL.pdf

Candidates need to be aware of the following:

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

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/>), 25/01/2024.

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...

Personal data

The awarding bodies collect information about exam candidates, and to understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice which has been sent electronically to all candidates previously by the Exams Officer, but can also be viewed by clicking on the following link:

[Information for candidates – Privacy Notice](#)

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on all your examination papers. (example: 7321)

Unique Candidate Identifier (UCI)

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your provisional timetable. This number will usually begin with the Centre Number (37619) unless you have transferred from another school that had already issued your UCI. **Your UCI is used for administration purposes, and it is not necessary for you to remember it.**

Copyright

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

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

If a candidate wishes to terminate the awarding body's 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 to terminate such rights.

Coursework assessments/non-examination assessments

All candidates must read the following documents relating to coursework and non-examined assessments:

- https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf
- https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf
- <https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>

Teaching staff will mark candidates' work and candidates will be informed of their centre assessed marks prior to the submission of the mark to the awarding body.

Deadlines for the submission of marks

Date	Qualification	Details	Exam series
7 th May 2024	GCSE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2024
15 th May 2024	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2024
31 st May 2024	GCSE & GCE Art & Design	Final date for submission of centre assessed marks	Summer 2024
15 th May 2024	Extended Project Qualification	Final date for submission of centre assessed marks	Summer 2024

A candidate has the right to appeal a centre assessed mark and further details of this can be found in the **Internal Appeals Procedure**. This policy is available on request from the Exams Officer, Mrs Johnstone.

Written timetabled exams.

GCE and GCSE examinations take place during May/June (some exams may also take place during November and January).

Statement of Entry/Timetables

A Statement of Entry will be issued to all candidates by 29th February 2024. Candidates are to check that their personal details (name, date of birth) are correct as this information will appear on your

examination certificates. If you think something is incorrect, please see Mrs Johnstone as soon as possible.

A provisional timetable will be issued to all candidates during March. Those subjects with tier of entry (GCSE Mathematics, French, German, Spanish and all Sciences) may be subject to amendment in discussion with the relevant Head of Department/Exams Officer. Rooming information will not be available on the provisional exam timetables.

A final exam timetable will be issued to all candidates after the Easter holidays, and no later than Friday 26th April 2024. This final timetable will include the following information:

- Final tier of entry
- Rooming/seating arrangements

Contingency sessions - Summer 2024

Contingency days/sessions are designed to be used in the event of national or significant local disruption to examinations.

Summer 2024 – contingency dates are timetabled as detailed below:

- 6th June 2024 – afternoon
- 13th June 2024 – afternoon
- 26th June 2024 – full day

All candidates must be available and able to come into school to sit any exam that has been postponed up to and including 26th June 2024. This is a decision that would be taken at a national level by the Joint Council for Qualifications and applies to all candidates.

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

Occasionally a candidate will have a timetable clash, within the same exam session. The Exams Officer, Mrs Johnstone, will work with the candidate to resolve the clash, adhering to the JCQ Regulations ([ICE 7](#)), see further information below:

- For candidates who are taking two or more examinations in a session and the total time is **three hours or less**, the order of the examinations within the timetabled session can be agreed with the candidate.

Candidates are allowed a supervised break of no more than twenty minutes between papers within a session, and this must be conducted within the examination room, under formal examination conditions at all times. **Candidates cannot use this time to revise.** Candidates who have approved supervised rest breaks, may have a rest break conducted outside of the examination room, with the candidate being supervised at all times.

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. The candidate and Exams Officer will agree which examination is to be conducted in a later or earlier session within the same day. Candidates must remain under centre supervision which involves:

- A member of centre staff/invigilator, will always be in the same room as the candidate(s)

- Candidates may revise using their own resources but must not be in possession of an electronic communication/storage device, have access to the internet.
- Candidates cannot have contact with any candidate who has sat the examination.
- Be coached by a member of staff.

What time your exams will start and finish

The start time for exams at Gateways School are:

- 09:00 am for morning exams
- 13:30 pm for afternoon exams

You should aim to arrive at your exam room 10 minutes before the start of your exam and wait outside.

You must remain seated and in silence until the end of your exam.

School Bus – If you have an exam scheduled to finish after the scheduled school transport collection times, you will need to arrange alternative transport home.

Supervision during your exams

Exams are supervised by a team of invigilators, who will be generally internal staff that you will know.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and will have received full training.

The role of the invigilator is to ensure that the examination is conducted within JCQ Regulations to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities.
- b) ensure the security of the examination materials before, during and after the examination.
- c) prevent possible candidate malpractice.
- d) prevent possible administrative failures.

Invigilators cannot discuss the examination paper with you or explain any question/word. They cannot read any part of the questions to you (unless you have an appropriate agreed access arrangement) but they can read the rubric (instructions) on the front of the exam paper.

If you feel unwell at any point during the exam, please raise your hand to let the invigilator know.

If you require additional paper or equipment, please raise your hand to let the invigilator know.

Please note only a limited amount of additional equipment is available to borrow.

Exam room conditions

- Candidates must arrive at their exam room at least 10 minutes before the scheduled start time.
- A member of exam staff will invite you into the exam room in seating order.
- Candidates must not enter any exam room unaccompanied by a member of exam staff.
- 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 that candidates:
 - Must not talk to, attempt to communicate with or disturb other candidates once they enter the examination room.
 - Candidates must not open the question paper until instructed to do so.
 - Candidates must not fill in any details on the answer books until instructed to do so.
- **Any malpractice suspected or actual, from this point must be reported to the relevant awarding body.**
- Candidates must listen to and always follow the instructions of the invigilator in the exam room
- Candidates must not communicate with or disturb other candidates.
- The following information will be displayed in each exam room:

- Centre number
- Subject title
- Paper number
- Date
- Actual starting and finishing times and finishing time for extra time students.
- Check that the exam paper on your desk is the correct paper and raise your hand for assistance if you think it is incorrect.
- Only when instructed to do so, candidates must complete all information required on the front of their answer books. You must use your full name and candidate number.
 - You do not need to remember centre number or candidate number as these will be available on your desk for each exam.
 - If you use additional answer sheets/books, please ensure you complete all details as required.
- Candidates must not open the question paper until the examination begins.

At the end of the examination:

- the invigilator will announce that the exam has now ended, and you will be asked to put your pens down. Only those candidates who are entitled to extra time may continue working.
- All candidates must remain in silence and seated.
- Check that you have put your name on all answer sheets/booklets and insert additional sheets inside your answer booklet.
- Invigilators will collect all exam papers.
- Candidates will be informed by invigilators when they can leave (usually row by row).
- Candidates must remain in silence whilst leaving the room as other candidates may still be working.

Where you will sit in the exam room

Candidates will be sat in candidate number order per exam. Exams with the longest duration will be sat furthest from the door.

Candidates who are entitled to extra time will usually be sat at the back or side of the room.

Seating plans will be displayed outside the exam room prior to each exam.

All desks will have a candidate card with name/date/exam information. Only sit at a desk with your name on it.

If you cannot find your desk, do not worry, just please ask one of the invigilators to help you.

What equipment you need to bring to your exams

Candidates should ensure they have the following equipment with them for each exam:

- Clear pencil case
- Black biro (at least 2)
- Pencils
- Ruler
- Highlighter pens
- Eraser
- Pencil sharpener
- Compass
- Protractor
- Calculator (no lid)

Using calculators

Calculators are treated as standard equipment and may be used by candidates unless the instructions on the question paper state they are not allowed.

During an examination, a calculator must not be able to offer any of these facilities:

- language translators.
- symbolic algebra manipulation.
- symbolic differentiation or integration.
- communication with other machines or the internet.

During an examination, a calculator must not give access to pre-stored information, including.

- databanks
- dictionaries
- mathematical formulae
- text

Some calculators have an 'exam mode.' This is acceptable in examinations where the exam mode is activated, and the exam mode results in the calculator becoming compliant with the above requirements.

Candidates are responsible for the following:

- The calculators power supply
- The calculators working condition.
- Clearing anything stored in the calculator

Calculators must not be borrowed from another candidate during an examination, but an invigilator may give a candidate a replacement calculator.

What you should not bring into the exam room

Candidates must not be in possession of the following items:

- AirPods;
- earphones/earbuds
- iPods
- mobile phones
- MP3/4 players or similar devices
- Watches
- Notes/unauthorised materials/bags
- All the above items must not be brought to the exam room.

Following the invigilator's announcement any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

If candidates have access to unauthorised items in the examination room this may be considered as malpractice and they could be subject to penalties in accordance with the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024.

Food and drink in exam rooms

Candidates may bring water to the exam, but drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

Any bottle that is not transparent or has any other liquid except water will be removed from a candidate's desk by invigilators.

Candidates may not bring food to the exam (unless approved by the SENCo for medical reasons only).

What you should wear for your exams

All GCSE candidate's must wear their school uniform for all examinations.

GCE candidates must wear business dress for all examinations.

Writing should be removed from your bare skin.

What to do if you arrive late for your exam

If you are going to be late to your exam (e.g. transport difficulties) please call school reception as soon as possible to inform them. When you arrive at school, please report to reception, and wait for a member of the exams staff to collect you to take you to your examination room.

A candidate who arrives more than 1 hour after the published start time of an examination is classed as "very late" and the school must inform the awarding body. The script will be submitted by school in the usual way, but it is possible that the awarding body will not accept it.

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

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the school reception and let us know so that we can help you as best we can when you arrive.
- Once you are here, speak to Mrs Johnstone (Exams Officer) or Mrs Carver before your exam and update us on how you are feeling.
- We will do what we can to help you - for example seat you close to an exit in case you need to leave the room.

If you feel unwell during an exam:

- Let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you.

Candidates will only be eligible for special consideration in certain circumstances which include:

- temporary illness or accident/injury at the time of the assessment (medical evidence must be obtained by the candidate/parent on the day)
- bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible)
- domestic crisis arising at the time of the assessment.
- participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing their country at an international level in chess or football.

If you experience difficulties during the examination series (e.g. illness, injury, personal problems) please inform the Exams Officer, Mrs Johnstone, or Mrs Carver as soon as possible so we can help or advise you.

Further guidance in relation to special consideration can be found via the following link:

https://www.jcq.org.uk/wp-content/uploads/2022/06/Guide_to_spec_con_process_June22_FINAL.pdf

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

In an emergency such as a fire alarm or a bomb alert, the invigilator will follow the emergency procedure and will inform candidates of the actions to take. Candidates must listen carefully and follow these instructions immediately.

Candidates with access arrangements/reasonable adjustments

Candidates who are entitled to access arrangements will have these agreed with Mrs Wilson SENCo. Full details of their access arrangement(s) will be explained to them including how to utilise them and

any instances where these arrangements do not apply (e.g. 25% extra time may not apply for practical subjects such as Art).

Discussions with Mrs Johnstone and Mrs Wilson will take place ahead of the examination series, so that rooming and arrangements can be agreed with the candidate.

Results & Post Results Services

- A Level Results Day – Thursday 15th August 2024
- GCSE Results Day – Thursday 22nd August 2024

Detailed information relating to results day will be released to candidates later in the summer term.

Post Results Services information will also be made available to all candidates during the summer term, which will include information on the various services, deadlines, fees and how/when informed consent/permission is collected.

Internal appeals procedure

Gateways School has an Internal Appeals Procedure and candidates are informed of this in their candidate information session.

This policy details the procedure a candidate can follow if they are concerned about a mark awarded for any NEA work. If they wish to appeal their mark, they must in the first instance speak with Mrs Carver or Mrs Johnstone who will then provide them with a copy of the procedure and advise them further.

The Internal Appeals Procedure also allows candidates who do not agree with the school's decision not to support a post results request.

Complaints policy

Gateways School has a Complaints Policy (Exams) which is available upon request from the Exams Officer, Mrs Johnstone.

This policy details the written complaints and appeals procedure which covers general complaints in relation to Gateway Schools delivery or administration of a qualification.

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2023-2024

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2023-2024

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

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).

Information for candidates – on-screen 2023-2024

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-2024

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “Information About You and How We Use It”

Information for candidates – Privacy Notice

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

JCQ Information for candidates – social media

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

Information for candidates – social media

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Alternatively, this document can also be viewed on the school website:

<https://www.gatewaysschool.co.uk/public-examinations-information/>

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.”

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



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.

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Johnstone, Exams Officer by **Friday 3rd May 2024**.

If there is anything you do not understand, you should ask the Exams Officer, Mrs Johnstone for clarification.

"-----

CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates' documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY