



**CITY
ACADEMY**

Candidate Handbook

2020/21

Key Contacts

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|--------------------|--------------|
| Exam Officer | Mrs J Lea |
| Head of Centre | Mr D Bailey |
| SLT Lead for Exams | Mr P Coleby |
| SENCO | Ms G Patel |
| Safeguarding Lead | Mr T O'Brien |

Exam Email Address

Exams@corecentral.academy

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Introduction

City 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. This handbook should be read in conjunction with the information supplied on the City Academy website, exams section:

<https://www.corecity.academy/jcq-candidate-information/>

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates which is on Page 8 of this handbook.

Coursework assessments/non-examination assessment

- You will be advised by Subject Teachers when these assessments will take place.
- For formal assessments, you will be informed, in writing, of when the assessment will take place.
- Please be aware of and ensure you meet any deadlines set by your Subject Teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the exam board or it will be sent to the exam board for marking.
- Your Subject Teacher will advise you of your mark no later than 2 weeks before the work is sent to the exam board. If you wish to appeal against your mark, please speak to your Subject Teacher, within 24 hours of you receiving the mark.
- Please read the procedure regarding appeals on the exams section of the City Academy website.

Written timetabled exams

- Please learn your candidate number. This will stay the same for all your exams and you must write this on the front of every exam paper.
- Please check your seat number for each exam as it may not be the same for all exams.
- Exam room posters – Warning to candidates, Mobile Phone posters and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check that your seat number has not changed.

A timetable clash

- There may be a time when your provisional exam timetable shows two exams at exactly the same time. Don't panic, this happens quite a lot.
- The Exams Officer will arrange for you to take one exam first followed by the second, with a short break in between. You must not leave the exam room unsupervised during the short break and exam conditions will remain in place.
- Your final exam timetable will show the amended times.

What time your exams will start and finish?

- Your exam will normally start at 8.45am for a morning session and 1.30pm for an afternoon session.
- Please make sure you arrive at least 10 minutes before the start of the exam.
- Please make sure you go to the toilet before the exam as you will only be allowed to go to the toilet during the exam in exceptional circumstances.
- If you have a medical issue which means you have to go to the toilet regularly, please inform the Exams Officer (medical evidence will be required).
- You will not be allowed to leave the exam before the end. Also, if the exam finishes before 10am in the morning or 2.30pm in the afternoon you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations.
- It is the job of the invigilator to watch students as they do their exam. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance.
- The invigilator cannot give you any help with your exam.
- Each invigilator will have a supply of stationery and if you need anything, please raise your hand and they will come to you.
- The Exams Officer and the invigilators are also responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- When you enter the exam room you will be asked to take your personal belongings to the side of the room or in a room next door.
- At this time, you must make sure you have all the required equipment for your exam, that your mobile phone and any other electronic devices have been switched off and left in your bag and that you have nothing in your pockets.
- You will be under formal exam conditions from the moment you enter the exam room 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 should find your seat quickly and quietly.
- There will be numbers and letters on the walls to help you to find the row you will be sat on. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- You must listen to and follow the instructions of the invigilator at all times in the exam room.
- The exam paper may have been placed on your desk before you enter the room. If so, please do not attempt to look inside and read anything. **This is malpractice.**
- Please don't write anything on the front of the paper until you are advised to do so by the invigilator.
- At the front of the room you will see that the name/code of the exam, day, date, time are displayed. You will need this information when you are asked to fill in the front of your exam paper.
- When you are asked to fill in the details on the front of your exam paper, please use your **legal name** and not your preferred name. If a signature is required, please enter this, it is very important.
- When the exam starts, the invigilator will display the start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please put up your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate number and question on any additional sheets of paper you may use.

Where you will sit in the exam room

- Your seat number will be on your final exam timetable and seating plans will be displayed outside the exam rooms.
- It is very important that you make sure you sit at the correct desk to make sure that you sit the correct exam paper.
- If you are unsure of where to sit, please put up your hand and an invigilator will assist you.

How your identity is confirmed in the exam room?

- A senior member of Teaching Staff will identify you and check you against the exam register at the entrance to the exam room.

What equipment you need to bring to your exams

The school will provide you with the following items in a clear pencil case:

- A black ball-point pen (must be black)
- Pencil
- Ruler
- Eraser
- Clear pencil case
- Scientific calculator (unless the exam does not allow a calculator)
- Protractor
- Maths exams will require a set square and/or a compass, please raise your hand to ask the invigilator for these items.

You can bring your own black ballpoint pen and a coloured highlighter.

Food and drink in exam rooms

- You are allowed to take a small 50ml bottle of water into the exam. The label must be removed before you enter the exam room.
- Food is not permitted in the exam room.
- If you have any medication to take during the exam, please advise the Exams Officer.

What you should not bring into the exam room

It is very important that you do not enter the exam room with any unauthorised items in your possession.

These items include:

- Mobile phones
- MP3/4 players
- Smartwatches
- Earphones
- Notes and study guides
- Own blank paper
- Calculators (school supplied only)
- Dictionaries (school supplied only)
- Food items
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables.

This list just covers a few of the items preciously removed from candidates.

Please make sure you check **all** your pockets.

What you should wear for your exams

- Your full school uniform must be worn during exam times

What to do if you arrive late for an exam

- You must arrive at least **10 minutes before** the start of your exam.
- If you are late for any reason, please report to reception and tell the member of staff that you have an exam.
- Your Head of Year will collect you from reception and escort you to the exam room.
- The Exams Officer will take you into the exam room.
- You will be given the full time allowed for your exam.
- If you arrive extremely late for an exam (after 10am for a morning exam and after 2.30pm for an afternoon exam) you will still sit the exam but there is a chance that the exam board will not mark your paper.

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

- It is really important that you attend school for all exams, whether real or mock, unless you are seriously ill.
- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the Exams Officer or Attendance Officer immediately. You will need to provide medical evidence to confirm your illness.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.
- For real exams, the date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam.
- For mock exams, if you are unable to attend on the scheduled day due to serious illness, please speak to your subject teacher on your return to school to make alternative arrangements to do the exam.

What happens if you have an unauthorised absence from an exam

- Your exams are extremely important and it vital that you attend all real and mock exams.
- If you do not turn up for an exam you will receive a zero mark
- Please advise your Year Manager/ Exams Officer of any issues you have around exam time.

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

In the event of an emergency, the Lead Invigilator will stop the exam and give instructions to you.

You must:

- Stop writing and close your exam papers.
- The invigilator will record the time that the exam stopped.
- Stay seated until the invigilator advises you to leave the room.
- Follow your designated invigilator to the pre-arranged meeting point.
- You must not:
 - Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators.
 - Collect any personal belongings, unless advised to do so by the invigilators.
- If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

Candidates with access arrangements

- If you are a student who is entitled to an Access Arrangement such as a reader and/or scribe, you will take your exams in a separate room.
- The Teaching Assistants who support you in school will be present in the exam room to give assistance.
- They, too, have to comply with the JCQ exam regulations so there are certain things they not allowed to do.
- If you are unsure of how your access arrangement will work, please speak to Mrs Patel.

Key Exam Dates

| | |
|------------------------|-------------------|
| OCR Cambridge National | 11 to 13 Jan 2021 |
| Y11 Mocks | 8 to 19 Mar 2021 |
| First GCSE Exam | 26 May 2021 |
| Last GCSE Exam | 2 July 2021 |

Exam Results

- GCSE Results Day will be Friday, 27 August 2021
- Further details will be given to you at the end of Year 11.

Post-Results Services

- There is a service available for schools to appeal after you have received your results.
- Enquiries about results are usually made by the Exams Officer with subject leaders and your consent will be obtained before doing so.
- Full details will be given to you at the end of Year 11 but, in the meantime, you can read the City Academy policy regarding this on the exams section of our website.

Exam Certificates

- Your exam certificates are produced by the exam board and sent to school by the middle of November.
- Please make an appointment to collect the certificates via exams@corecentral.academy
- If you want a family member or friend to collect the certificates, arrange an appointment via email and provide them with a letter to confirm they have your permission to collect your certificates.

Complaints and Appeals Procedure

- City Academy has a policy in place regarding complaints and appeal procedures relating to the delivery or administration of a qualification.
- This is available to read in the exams section of the City Academy website.

Malpractice

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 e.g. communicating, making noises and disturbing other candidates.
 - 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.
- Malpractice in the exam room will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop.
- If the behaviour persists or there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Officer.
- Malpractice within the classroom whilst carrying out non-examination assessment will be dealt with by the Subject Teacher and the Exams Officer.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

| | |
|---------------|---|
| AQA | https://www.aqa.org.uk/about-us/privacy-notice |
| CCEA | http://ccea.org.uk/legal/privacy_policy |
| City & Guilds | https://www.cityandguilds.com/help/help-for-learners/learner-policy |
| NCFE | https://www.ncfe.org.uk/legal-information |
| OCR | https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/ |
| Pearson | https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html |
| WJEC | https://www.wjec.co.uk/home/privacy-policy/ |

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- **Access** – you are entitled to ask each awarding body about the information it holds about you.
- **Rectification** – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- **Erasure** – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- **Object to or restrict processing** – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- **Complain** – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



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|-----|---------------|------|-----|---------|------|
| 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.



AQA

City & Guilds

CCEA

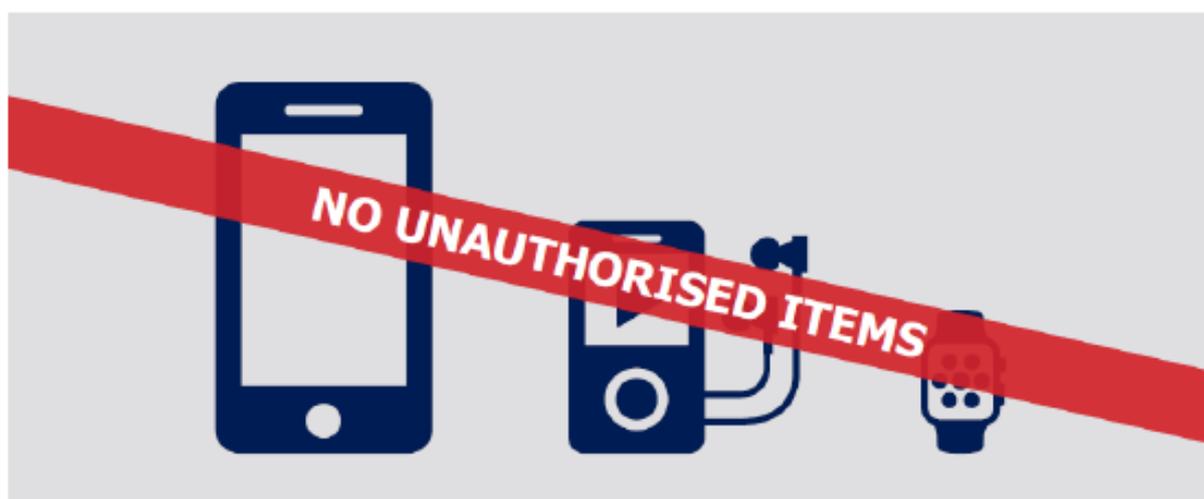
OCR

Pearson

WJEC

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, 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.

Please read the following documents available on City Academy's Website:

- JCQ Information to candidates – social media
- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments

<https://www.corecity.academy/jcq-candidate-information/>