

CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
BM/HV	
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Introduction

Lincoln Christ's Hospital School 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

- To complement the candidate briefing session/assembly
- 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 posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have etc.

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.

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

Information about sanctions which may be applied should a candidate commit malpractice can be found in Appendix 6 of: https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice_Sep24_FINAL.pdf

You also need to be aware that the following also constitute malpractice:

- Buying /asking for/sharing exam content
- Passing on rumours of what's in exams
- Sharing your work
- Working with others so that your coursework is not your own independent work

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 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

To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice

<https://www.jcq.org.uk/wp-content/uploads/2020/01/Information-for-candidates-Privacy-Notice-10.doc.pdf>

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 or not to terminate such rights

Coursework assessments/non-examination assessments

These assessments are similar to exams and contribute to the student's final grade. There are strict JCQ regulations for these assessments. Please read the relevant JCQ information for candidates on the school website in the student area, in the exams section.

Assessments take place throughout the duration of the course and are organised by Heads of Subject and teaching staff. Candidates will be informed about assessments and the deadlines for the completion of the assessments in advance by their subject teacher, candidates may request a review of their centre assessed marks via the internal appeals process.

Assessments are internally assessed and marked by the subject teachers and are then externally moderated by the awarding organisation. Subject teachers will inform candidates of provisional internal assessment marks. However, these marks are subject to external moderation and can, occasionally, be amended during this process.

AI use:

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. Please see

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

Written timetabled exams

Approximately 4 weeks before the written timetabled exams commence, candidates will be issued with a final exam timetable which includes the date and time of all of their exams, exam room and seat number.

Students are required to check that their personal details (e.g. name spellings and date of birth) and exam entries are correct. If any information is incorrect, students should inform the Exams Officer as soon as possible.

Students can access the JCQ 'Information for Candidates' document which details the exam regulations. This can be found on the school website and is also in Appendix One of this document.

Contingency sessions - Summer 2025

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 11th June and the morning and afternoon of 25th June 2024. Make sure you are available on all three dates even if you do not have an exam.

On-screen tests

Please see Appendix 3 for regulations.

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

In the instance of a clash of two exams in one session, lasting a total of less than 3 hours, both exams will take place with a short supervised break in between them.

If the total time of two or more exams in one session is more than three hours including extra time you will sit one of the exams in a later or earlier session within the same day.

You will be supervised by invigilators between exams and can not be in contact with anyone outside of the supervised session. You will not be allowed access to the internet, mobile phones etc.

On rare occasions, where it is not possible to move examinations, overnight supervision may be put in place as an option subject to meeting JCQ requirements.

If you have a clash of exams, you will be informed of this in advance, with timings and supervision arrangements explained to you.

Where you will take your exams

Exams normally take place in the Sports Hall or Gymnasium, however other venues are used dependent upon the number of candidates for the examination and where relevant, Access Arrangement requirements. Exam rooms and seat numbers are detailed on the candidate's exam timetable.

What time your exams will start and finish

Morning exams begin at 9:15 and afternoon exams commence at 13:15. However, please be aware that start times for individual students may vary due to exam clashes or other circumstances. **Candidates must refer to their individual exam timetable to check for start times of each exam.**

Exam candidates are required to stay in the exams room for the full duration of each exam.

Some examinations will finish after the end of the school day. Students and families should be aware of the exam finish time in order to make appropriate arrangements for travel home. For students who catch the school bus, exams may finish after the buses have departed and therefore alternative arrangements need to be made.

Supervision during your exams

Students are supervised during each exam by a team of invigilators who are employed by LCHS. Invigilators have to follow strict rules and regulations when conducting exams as directed by the JCQ and awarding bodies.

Invigilators receive full training on an annual basis and are kept informed of any changes to school exam procedures and JCQ regulations.

Exam room conditions

Exam candidates should arrive at the exam venue a minimum of 15 minutes prior to the start time. For all GCSE exams and some Vocational and A Level exams there may be a revision period before the exam and students will be instructed as to when they need to move to the exam venue.

Most examinations take place in the Sports Hall or Gymnasium. Candidates are required to place their bags, coats and other belongings which are not required for the exam in the PE changing rooms. These rooms will remain locked for the duration of the exam.

Candidates line up in the Junior Playground after leaving their belongings in the changing rooms. Lining up is based on the row (letter) of the seat allocated to the student for that exam. When candidates are invited to enter the PE block, they are expected to be silent. Absolute silence must be maintained in the Sports Hall or Gymnasium from entry to the exam until exit from it. Students are required to be silent until they have collected their belongings and left the PE block. This is because other students may be sitting exams of a longer duration or have access arrangements which require them to work for longer time.

Candidates whose exam venue is different to that of the Sports Hall or Gymnasium will receive instructions directly from the invigilators as to what the expectations are with storage of belongings and how to line up ready for the exam.

Candidates must listen to the instructions of the invigilators and follow these instructions accurately. There must be no communication between candidates, whether this be verbal, visual, gesture or auditory. Communication of any kind contravenes the JCQ regulations.

Information detailing the exam centre number, the exam title, the start and finish times are clearly displayed in the exam room. The Lead Invigilator will read out the JCQ announcement, followed by specific instructions for the completion of the exam.

Candidates must not open the question paper until instructed to by the Lead Invigilator.

At no point should candidates draw or doodle in the exam answers unless directed to do so by the exam question. Inappropriate material produced by an exam candidate contravenes the regulations of the JCQ.

Where you will sit in the exam room

Details of exam room and seat number for each exam can be found on the students' exam timetables which are issued around 4 weeks before the exam season commences.

Should this timetable be 'lost', the student should speak to their Progress Leader, Pastoral Manager or the Exams Officer to receive a replacement copy.

Students should sit only the seat detailed on their timetable. Desks will be labelled with the row letter and seat number. In larger exam venues there will be signage on the walls to indicate the row letter and seat number.

If a candidate is unsure where to sit, they should ask an invigilator for help.

How your identity is confirmed in the exam room

Exam candidates are identified by members of centre staff and are expected to be in school uniform up to the end of Year 11. Seating in the correct seat is essential for invigilators to be able to efficiently confirm attendance and also for the exam to start on time.

Sixth Form students are required to wear their Sixth Form ID badge and lanyard. Once seated, this should be placed on the exam desk facing upwards.

What equipment you need to bring to your exams

Candidates are required to bring the following equipment to all of their exams in a clear pencil case or clear plastic bag. The pencil case or bag must be transparent.

- 2 black Pens (at least)
- Pencil (HB or darker)
- Ruler
- Eraser
- Compass
- Protractor
- Scientific Calculator (for relevant exams)

Any other subject specific equipment allowed by the specific qualification

Candidates are responsible for ensuring their equipment is in full working order and are advised to check the batteries in their calculator.

In the event of equipment malfunction during an exam, candidates should raise a hand clearly to attract the attention of an invigilator who will endeavour to assist. We do carry a small amount of replacement equipment in each exam venue for this purpose. Candidates who have an equipment malfunction will supersede the needs of any candidate who has failed to bring the necessary equipment.

Using calculators

JCQ regulations on the use of calculators in exams, taken from JCQ Instructions for Conducting Examinations 2024-2025, section 10 states that:

"A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

10.6 During an examination a calculator must not be able to offer any of these facilities: a) language translators; b) symbolic algebra manipulation; c) symbolic differentiation or integration; d) communication with other machines or the internet.

10.7 During an examination a calculator must not give access to pre-stored information. This includes: a) databanks; b) dictionaries; c) mathematical formulae; d) text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 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.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

10.12 A series of FAQs on the use of calculators in examinations may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/> "

What you should not bring into the exam room

Candidates are not allowed to bring any of the following into the exam room;

- Handwritten notes or notes on any part of the body.
- Mobile Phones / Smart Phones / iPods
- MP3 / MP4 players
- Watches
- Airpods, earphones/earbuds
- Any other electronic or smart device

If a candidate is unsure as to whether or not they can bring an item into an exam, they should ask a member of the invigilation team prior to the start of the exam.

A random selection of students will be scanned upon entering the exam room using a hand-held device, to detect any unauthorised devices carried in a student's blazer or pockets.

All students leaving the exam room to use the toilet will be scanned.

Information about this has been communicated separately to students and parents/carers.

Candidates found with unauthorised equipment during the exam will immediately be reported to the awarding body and will be subject to being reported for malpractice and penalised by the awarding body. Any such penalty is likely to start with disqualification of all marks from the examination ranging to the loss of all marks from all qualifications and a ban from sitting future exams with any awarding body.

Food and drink in exam rooms

Candidates are encouraged to bring a drink of water in a clear bottle with all labels removed and no writing printed onto the bottle.

No other liquids or food are allowed in the exam room, unless in exceptional circumstances where it has previously been agreed with the Exams Officer.

What you should wear for your exams

Full school uniform must be worn for all exams for students up to the end of Year 11. Sixth Form students should dress appropriately, in accordance with the LCHS Sixth Form Dress Code.

Please be aware that temperatures in the Sports Hall and Gymnasium vary depending on the time of year. Candidates should dress appropriately with this in mind.

Where your personal belongings will be stored during your exam

Candidates are required to place their bags, coats and other belongings which are not required for the exam in the PE changing rooms. These rooms will remain locked for the duration of the exam.

If your exam is taking place in an alternative room to the gym or sports hall, you will be advised by invigilators where to leave your belongings.

What to do if you arrive late for your exam

Candidates should make every effort to arrive at school early on exam days. However, if candidates are late on the day of the exam, they should report to Main Reception to sign in, informing the receptionist that they have an exam. A member of the year team or exams team will then escort them to the exam.

Students who are late should ensure that they turn off their mobile phone at the start time of the exam in order to be able to provide evidence that they have not received or made communication since the start of the exam.

Where possible, late exam candidates will be allowed to take the full time allowance for the exam.

If candidates arrive more than half an hour late from the published start time on the exam timetable, this will be reported to the awarding body who will then decide whether to mark the candidate's script or not.

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

If a candidate feels unwell on the day of an exam, then the parent / carer should inform the school at the earliest convenience.

If the candidate is seriously unwell and unable to attend school for the exam, the parent / carer should inform the Exams Officer of the illness and is required to have taken their child for a medical appointment and obtained medical evidence of the illness.

If the candidate feels unwell and are able to attempt to complete the exam, they should inform the Progress Leader, Pastoral Manager or a member of the exams team when they arrive at school. The candidate will be closely monitored during the exam and the Exams Officer will inform the awarding body of the situation.

If a candidate starts to feel unwell during an exam, they should put their hand up to alert the invigilation team. If medical attention is required, the candidate will be allowed to leave the exam room temporarily under the supervision of an invigilator. A decision will then be made as to whether the candidate can carry on with the exam. The Exams Officer will inform the awarding body of the situation.

What happens if you have an unauthorised absence from your exam

If a student misses an exam for any unauthorised reason, such as a holiday or truancy, their family will be required to pay the exam entry fee for the exam missed. Please note that any missed exams due to unauthorised reasons will have a hugely negative impact on the final result for the qualification.

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

If the fire alarm sounds during an exam, the candidates will receive clear instructions from the Lead Invigilator. If the exam venue requires to be evacuated, candidates will be asked to stop working and will be removed from the exam venue in complete silence. Candidates are still under exam conditions and therefore any form of communication during the emergency will contravene the regulations of the JCQ.

Any disruption by a candidate would result in the Exams Officer reporting to the awarding body.

Candidates with access arrangements/reasonable adjustments

Candidates will be assessed for access arrangements by the designated centre assessor. Students will be tested and access arrangements will be finalised as early as possible after the start of Year 9, to ensure that suitable arrangements are in place at the start of examination courses.

Students and parents / carers will be kept informed of the outcome of tests and appropriate arrangements will be put in place. The Exams Officer will be informed of students' requirements and will make suitable arrangements for written exams utilising the most appropriate exam rooms and resources available.

Results

Results days for 2025 are as follows:

A Level & Level 3 Vocational Results Day – Thursday 14th August 09:00 – 12:00

GCSE & Level 2 Vocational Results Day – Thursday 21st August 09:00 – 12:00

Candidates should collect their results in person. There may be some certificates which can be collected on Results Day which require a signature to confirm receipt.

If candidates are not able to collect their results envelope themselves, they may nominate another person e.g. a family member or close friend. In this instance, please provide a letter to the Exams Officer explaining who the nominated person will be, which is also signed and dated. The nominated person, unless a student of the school, is required to bring photo ID in the form of a passport or driving licence to confirm identity.

Uncollected results will be held in school for the candidate to collect from Main Reception. Other than the Results Days, school will not be open until Monday 1st September.

Post-results services

Full details of post-results services, including deadlines and fees will be included in the results envelope. If a candidate would like to apply for post-results services, they should complete the necessary application, sign to give consent and pay for the service. No post results services will be ordered without payment.

Candidates are advised to consult centre staff, ideally the subject teacher, Head of Subject, Progress Leader or Senior Leader before ordering the post-result service.

In the event that the post result service leads to a change in grade, the candidate would receive a full refund of the fee they have paid.

In exceptional circumstances, the school may approach candidates about post results services and pay for the service.

Certificates

Following the summer exam season and post results period, certificates arrive into the centre in November or December. We will send a letter to your home address informing you of certificate collection arrangements.

Certificates should be collected in person. If you are no longer a student at the school please bring photo ID with you as you may be asked to show it on collection.

If you are unable to collect certificates yourself, you will need to confirm who will be collecting their certificates by completing and signing the form provided on results day. The nominated person collecting the certificates will need to provide this document from the candidate as well as their own photo ID.

Students are strongly advised to collect certificates as these are legal documents which will be required for university and employment. Exam boards can not replace certificates, but can provide a certified statement of results – these currently cost between £50 and £70 for each exam board.

Internal appeals procedure

The appeals procedure for internally assessed non-examination assessment is available on the school website in the student area and exam section.

If you require any advice on this, please contact the Exams Officer as soon as possible.

Complaints policy

If candidates wish to complain or appeal about the administration of any type of exam or non-examined assessment, they should refer to the LCHS Complaints Procedure which is available on the school website, in the policy link of the parents' section and then in the Statutory section.

APPENDIX 1

JCQ Information for candidates - coursework

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

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

APPENDIX 2

JCQ Information for candidates – non-examination assessments

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

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

APPENDIX 3

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).

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

APPENDIX 4

JCQ Information for candidates – written exams

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

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

APPENDIX 5

JCQ Information for candidates – Privacy Notice

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

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

APPENDIX 6

JCQ Information for candidates – social media

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

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

APPENDIX 7

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.*"

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

APPENDIX 8

JCQ *Warning to candidates* poster

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

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

APPENDIX 9

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.

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