



THE BRAKENHALE SCHOOL

High Expectations and Challenge for All



Candidate Exam Handbook 2017/18



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Introduction

Brakenhale School 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

- To complement the candidate briefing session/assembly
- To ensure candidates are provided with all relevant information about their exams and assessments
- To ensure copies of relevant examination information for candidates are provided
- To answer any questions candidates may have
- Please be aware that exam related policies may be viewed on the College website

Written exams

You will have received a personalised timetable. Check that every subject you take is covered and that you know when the exam is, especially when you have more than one paper in a subject.

It is your responsibility to check that your timetable is correct.

If you have any questions with regards to an exam or your timetable, please check with your subject teacher or the Examinations Department.

Please ensure you are familiar with the JCQ information for candidates.

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

Exam Clashes – An exam clash is where a candidate has two or more exams in the same session. Where an exam clash occurs on the timetable, special arrangements will be made. Please ensure that you have been down to the Exams Office to discuss this. If you find a clash card on your desk on the day of an exam, please remain seated at the end of the exam and await the Invigilator to give you further instructions. Due to length of papers, some clashes may result in the need for you to bring in a pack lunch to eat whilst under supervision between exams and be escorted between exam venues.

During supervision between clash exams where total time allowed is 3 hours or less, examination conditions will apply (you are not permitted to engage with anyone other than your invigilator). Any conversation with another pupil or member of staff (including during the transfer of venues) will be reported to the examination boards and you may risk disqualification. This is to prevent pupils who have already taken an exam earlier than scheduled, informing other pupils of the contents of the exam question paper.

Where you will take your exams

The majority of Year 11 candidates will take their examinations in the Sports Hall. You should be aware of your venue (if different from Sports Hall)

Sixth form candidates will take their exams in the Sports Hall. Sixth Form Access Arrangement candidates will be informed of their seating arrangements.

Please contact the Examinations Department if you have any questions.

What time your exams will start and finish

Examinations will begin at 9:00am and 13:30pm, with the exceptions of clashes. The duration of the exam is shown on your timetable.

Candidates must be ready to enter the examination room at 8:45am and 13:15pm promptly.

Make sure you arrive at the appropriate venue on the correct day and at the correct time. If you arrive after the examination has ended, you will not be allowed to take it.

Supervision during your exams

Exams are supervised by a team of external invigilators.

An invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators must follow strict rules and regulations put in place by the examination boards. Please listen to them carefully and respect/follow their instructions.

Exam conditions

Please be aware **you are under exam conditions from the moment you enter the exam venue** until you are given permission to leave by the Invigilator. Any cheating, talking or disruption towards other candidates will be reported to the examination board.

- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates
- The centre number, exam subject and start and finish times will be displayed in your exam venue.
- Candidates are responsible for producing legible handwriting in their exams. As scanners may be used for the marking process, please ensure your writing is in black ink and remains within the answer box on answer sheets/books. If you require an additional answer sheet then please raise your hand and speak to the invigilator.

Where you will sit in the exam room

Year 11 will sit in the same seat for all your exams. You will be informed if your exam is taking place in a different exam venue to normal.

How your identity is confirmed in the exam room

The senior leaders will identify candidates as they walk into the exam venue. You will also have a desk card with your name and photo on, please ensure that this is visible.

What equipment you need to bring to your exams

- You are required to bring your own equipment
 - 2 black pens
 - Pencil
 - Rubber
 - Small ruler
 - Maths set (where appropriate)
 - Calculator (where appropriate)
- Coloured pencils or inks may be used only for diagrams, maps, charts etc.
- **Only small, clear pencil cases are allowed**

- Highlighters can **only** be used on question books
- You may not borrow any equipment from another candidate – If you are missing a piece of equipment raise your hand and speak to an invigilator.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the examination board's regulations.

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

* An invigilator may give a candidate a replacement calculator.

If you use a calculator, please make sure it works properly and **clear anything stored in it**. Do not bring into the examination any operating instructions or prepared programs/formula. This includes the lid.

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.

A basic scientific calculator should be considered sufficient for the demands of the GCSE, International GCSE and legacy AS and A level papers (units C2-C4, M1-M5, S1-S4 and D1-D2; C1 is a non-calculator paper).

Students for the new linear AS and A level Mathematics examinations are expected to have a calculator with both an iterative function and the ability to compute summary statistics and access probabilities from standard statistical distributions. Students for the new linear AS Further Mathematics examinations are expected to have a calculator with an iterative function, the ability to compute summary statistics and access probabilities from standard statistical distributions and the ability to perform calculations with matrices up to at least order 3 x 3.

The most popular models to meet these requirements are the Casio fx-991ex Classwiz and the Texas 30 plus. There may well be others, however.

Students are allowed to take more than one calculator into the examination

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

The following should not be brought into an exam venue:

- Bags, books, notes or other materials should not be brought into the Sports Hall. (These are to be left at the front of the room for candidates in smaller venues).
- Tipp-ex or liquid paper is forbidden.
- Ipods

- **Mobile phones - Please leave these at home or in your bag. Do not under any circumstances keep your mobile phone on your person when you enter the exam venue. You risk disqualification if you do.**
- MP3/4 players
- Smartwatches
- Wristwatches which have a data storage device
- If you bring a wristwatch to the exam venue this must be removed and placed on the desk in front of you.

Disclaimer : Brakenhale School is not responsible for any damage or loss to mobile phones or other personal effects left in your bag or left with invigilators during examinations.

If after the invigilation announcement you realise you have unauthorised material on you, or are unsure if it is authorised then raise your hand and give it to the invigilator **before the examination starts.**

If you do not follow the above regulations, this may result in your disqualification from the examination and your overall qualification.

Food and drink in exam rooms

Water may only be brought into the exam venue if it is in a **clear bottle with the label removed.**

What you should wear for your exams

Please wear your school uniform for your exams. If it is a hot day you will be informed if you are allowed to remove your blazer.

Where your personal belongings will be stored during your exam

Bags are to be placed in the locked cupboard outside of the Sports Hall and outside of the smaller venues. **Please ensure any mobile phones in your bag are powered off and not left on silent, as alerts and alarms still ring.** Should your device disturb the exam i.e. ring/vibrate, the examination board will be contacted, which may result in your disqualification from the examination and your overall qualification.

What to do if you arrive late for an exam

Please telephone school immediately if you are going to be late. Delays caused by public transport are not accepted by the examination boards as a reason for lateness.

If you arrive after the start of the exam, then you must report to main reception and wait for instructions. It is extremely important you do not have contact with any teacher or pupil in the school and that you are supervised within the reception area until the Examinations Officer or a member of the exams team arrives to escort you to your exam venue. Do not speak to anyone other than the receptionist or a member of the exams team.

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

Please telephone school immediately if you are unwell and unable to attend an exam.

A medical certificate is required if you miss an examination through illness. If you do not have a medical certificate, you will be unlikely to gain a grade and will be required to refund your examination fee(s) to the school.

Late procedures as above still apply to a candidate who feels unwell.

If you feel unwell during your exam, raise your hand to gain the attention of an invigilator and quietly explain what is wrong.

What happens if you have an unauthorised absence from an exam

If you refuse to sit an exam or do not turn up for an exam, you will be charged for any fees in relation to the exam.

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

In the case of an emergency, please listen carefully and follow the instructions of the invigilators. Please remember that if you are evacuated from the venue, **you are still under exam conditions**. Any talking or breaking any of the exam rules by a candidate will be reported to the examination board.

Suspected malpractice

Brakenhale School will ensure all candidates follow examination board rules in full.

Any failure to follow these rules by a candidate will be reported to the examination board. This is likely to result in disqualification from the examination concerned and can lead to disqualification from all examinations for a year or longer.

Further details can be found here <http://www.jcq.org.uk/exams-office/malpractice>

Results

GCE results are released to students from the examination boards on the 16th of August 2018

GCSE results are released to pupils from the examination boards on the 23rd of August 2018

They may be collected from the School between 9am-12pm on that day, after which they may be collected at main reception.

Should you wish your results to be posted to you, **you must provide the school with a stamped addressed envelope with the correct postage. Please ensure this is given to the Examinations Department.**

If you are sending a representative to collect your results, they must have a hard copy of a signed letter of consent from you, naming them as your representative and giving permission for them to collect your exam results. **Your representative must be able to produce photographic ID and a signed letter from you for our files or your results will not be released.**

Please do not telephone school for your results or ask to have them sent via email.

Post-results services

If you consider an error has been made in awarding you a particular grade, there is a procedure for appeal. You should contact the Examination Officer as soon as possible after the publication of results. An enquiry can only be made through the school and will require a signed letter of consent and the required fee, before an application will be made. You have a limited time to do this so don't delay. The school may also in some circumstances make an appeal against your result. Your written permission will again be required. Further details and application form for this service can be found on Results day or from the Examinations Department.

Certificates

These do not arrive in school until December.

You will need your certificates later in life. **Remember to keep them safe as the examination boards charge a high fee for replacements.**

A Certificate Evening will be organised for you to collect certificates in the autumn term. If you are unable to attend this evening, you may collect your certificates from reception throughout December. Please bring some form of identification with you. Please note we do not send certificates by post.

If you are sending a representative to collect your certificates, they must have a hard copy of a signed letter of consent from you, naming them as your representative and giving permission for them to collect your certificates. **Your representative must be able to produce photographic ID and a signed letter from you for our files or your certificates will not be released.**

Information for candidates – on screen tests

“This document has been written to help you. Read it carefully and follow the instructions.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates – written exams

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.