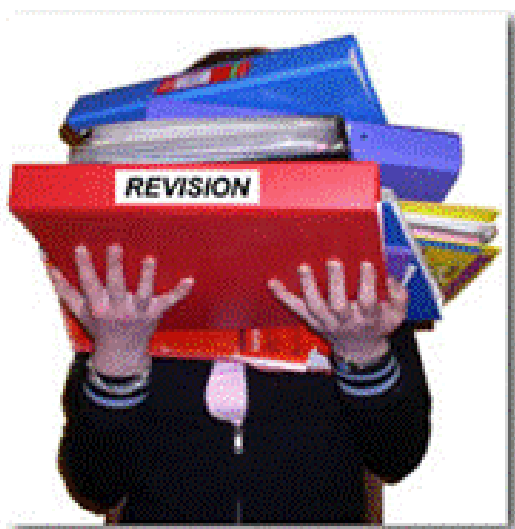




The  
**Appleton**  
School

# **Candidate Exam Handbook 2024-2025**



## Contents

Introduction .....	3
Purpose of this handbook .....	3
Malpractice .....	3
Personal data .....	4
Copyright.....	4
Coursework assessments/non-examination assessments .....	4
Written timetabled exams .....	5
Contingency sessions - Summer 2025.....	5
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	5
Where you will take your exams .....	5
What time your exams will start and finish.....	5
Supervision during your exams .....	5
Exam room conditions/information .....	5
Where you will sit in the exam room .....	6
How your identity is confirmed in the exam room.....	6
What equipment you need to bring to your exams .....	6
Using calculators .....	7
What you must not bring into the exam room .....	7
Food and drink in exam rooms.....	7
What you should wear for your exams .....	7
Where your personal belongings will be stored during your exam .....	7
What to do if you arrive late for your exam.....	7
What to do if you are unwell on the day of your exam.....	8
What happens if you have an unauthorised absence from your exam.....	8
What happens in the event of an emergency in the exam room.....	8
Candidates with access arrangements/reasonable adjustments.....	8
Results .....	8
Post-results services .....	9
Certificates.....	9
Internal appeals procedure.....	9
Complaints and appeals procedure.....	9
JCQDocumentation/posters.....	10
Further Information.....	11
The Final Word.....	12

## Introduction

The Appleton 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 support/complement candidate briefings/assemblies*
- *To inform candidates about malpractice in examinations/assessments*
- *To inform candidates about the use of their personal data and copyright*
- *To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken*
- *To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken*
- *To answer questions candidates may have etc.*
- *To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of*

## Malpractice

- *To maintain the integrity of qualifications, strict Regulations are in place*
- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *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*

Refer to the current [Information for candidates – social media](#)

You need to know that the following would be malpractice

### **Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work and/or non-examination assessments and coursework, as example:

### **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 **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### **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

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written
- work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (link on page 9 of this booklet)

## 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
- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements

## Coursework assessments/non-examination assessments

- Relevant JCQ information - coursework, non-examination assessments, social media are provided as links on page 10 of this document and on student Google Drives/website.
- When you are informed of your centre assessed marks you must follow the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre assessed marks. Policies available on the school website or by request to the Exams Office
- NEA – there will be a form enclosed with your Summer results for you to request Art controlled assessment that is required for further study – you will need to request other subjects if required. NEA will only be available on certificate collection day for those students who return the form or request to the Exams Office before the deadline. Please remember to bring a suitable bag to take your work home in especially artwork as the large plastic folders are kept in school
- Coursework – all 6<sup>th</sup> form students must arrange with their teachers to collect any required coursework once the review of results day deadline has passed (normally during September)

## Written timetabled exams

- The name that will be printed on your certificates is shown on your Statement of Entry distributed via form tutors this week. if you require another copy, please visit the Exams Office
- You will be e-mailed your initial individual timetable after half term and an overall exam timetable is available on both the student Google Drives/website. A further individual timetable showing rooms and seat numbers will be issued approximately 1-2 weeks before exams are due to commence. Please come to the Exams Office **ASAP** if you have any seating queries to ensure these are solved before exam day
- The JCQ information for candidates documents and posters link is on page 10 of this booklet

## Contingency sessions - Summer 2025

For 2025 there is one half days for contingency purposes (**Wednesday 11 June – pm** and a whole day at the end of the exam period on **Wednesday 25 June**. All students must be available at these times in the event of significant unexpected national or local disruption during the Summer examination period.

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

If you have any exam clashes you will be called to the Exams Office to discuss how these will be managed. Two exams which total 3hrs or less must be taken with the same session eg am/pm with a 'formal' break of up to 20minutes within the exam room (all students must take the same amount of time for the break). If your exams total **more** than 3hrs then one of them may be moved to another session and you will be given a **supervised** break outside of the exam hall where you may revise but have no access to any electronic devices/phones



## Where you will take your exams

- Exams for the main cohort will take place in the sports hall and for those with access arrangements they will take place in the main hall. Other venues around the school will be used for some students using access arrangements or A levels (normally the gym)

## What time your exams will start and finish

- Morning examinations will start at 9am and afternoon examinations at 1:45pm unless other arrangements have been agreed, eg for clashes or for afternoon access arrangement students to ensure access to Learning Support Assistants



## Supervision during your exams

- Exams are supervised by a team of external invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. They are not permitted to discuss the exam paper with you or explain the questions

## Exam room conditions/information

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Candidates **must not** open their paper or **write** (or brain dump) anything other than their personal details on the front of the question paper/booklet until the examination begins

- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room – there may be an amendment to the exam paper that you need to record. Read the **instructions** and **advice** on the front of your question paper
- Candidates must not communicate with or disturb other candidates
- Information displayed in the exam room includes centre number, subject title, paper number, the actual start/finish times and the date of each exam
- Answer books **must not** be completed until instructed to do so by the invigilator. Legal surname/forename should be put in brackets on the front of your paper if you use an alternative in school
- Additional answer sheets/answer books must have your candidate details on the front and be tucked inside your answer booklet, write on the front how many extra booklets used
- Do not draw graffiti or write offensive comments on your script, the board may refuse to accept your paper.
- **JCQ Directive** - Please remind candidates that candidates are responsible for making sure their handwriting is legible so that examiners can read and mark their answers accurately. The candidate's name, number and all answers must be legible to examiners.
- Candidates will only be able to leave the exam room for medical reasons or if official rest breaks are authorised as an access arrangement. All students **MUST** be accompanied and candidates should ensure toilet breaks are taken only if necessary – go before your exam! In general we do not permit toilet visits within the first hour or the last 15 minutes of an exam
- Check you have the correct question paper, subject and tier. **Put your hand up and ask** if you are unsure about anything – a mistake/issue is much harder to rectify once you have completed the paper and left the exam room. You can request the invigilator to contact the Examinations Officer at any time if you feel something has not been resolved in the venue
- If you think there is an error on the paper, **raise your hand and inform an invigilator**. Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once the error has been investigated and further instructions have been given to you


### Where you will sit in the exam room

- Seating lists for the main hall, sports hall and gym will be displayed outside the venues on the day. We are hoping you will be able to view specific rooms and seat numbers approximately 1/2 weeks before your exams begin via the Arbor student app. A hard copy will be issued.
- Candidates are seated in exam number order and within tiers for appropriate exams
- You will have a desk number that corresponds to the numbers and letters on the wall
- Check your seating **BEFORE** your exam, just as an exam is about to start is not a good time to solve any issues

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

- You are identified by senior members of staff as well as the candidate card on your desk with your photo on, please **do not** deface this card as identification is a JCQ requirement

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

- Candidates are responsible for **bringing their own equipment** and must only take into the exam room the pens, pencils, erasers and other items needed for the exam. Bring equipment in a **transparent** pencil case or plastic bag 
- If candidates fail to bring the correct equipment then we will **NOT** hand out what you need until the exam has started. We need to watch you as you enter and ensure the exam starts on time. You can put your hand up for anything you have not brought with you in your own time once the exam has begun, only a couple of invigilators will be tasked to do this
- Please be advised that foam ear plugs are available for use for any student so you do not need to bring any of your own to the exam, ask an invigilator if you require some

## Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Teachers of Mathematics will be spot checking calculators during the exam season
- Calculators are permitted unless specifically excluded on the front of the question paper
- Please see the link below regarding calculators for 2024/5 – ensure you are familiar with these instructions:

[https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators_FINAL.pdf)

## What you must not bring into the exam room

- Unauthorised items must not be brought into the examinations room, see the JCQ poster link in this booklet. This includes any items such as perfumes/lipsticks/deodorants etc
- If regulations are breached, you will be reported to the awarding body and have a chance to include your own statement
- You are reminded that **wrist watches/earpods/earbuds** have recently been added to the unauthorised items list and must not be brought into the exams room



## Food and drink in exam rooms

- You are permitted to bring in water in a clear see-through bottle with no writing/symbols on. Other drinks may be permitted for medical reasons only
- Food is not permitted in the exams room unless for medical reasons. Any sweets must be loose, free of packaging and in a clear bag

## What you should wear for your exams

- FULL SCHOOL UNIFORM should be worn for all exams, in Summer it may be possible to remove your blazers during hot weather, you will be told if this is the case

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


- Bags, coats and any belongings can be left in the boys changing rooms for exams in the sports hall and gym. The doors will be locked whilst the exam is taking place. Ensure your bags are kept closed and off the floor as much as possible. The servery will be used for the main hall. A suitable place will be indicated in the satellite rooms.

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

- If you are going to be late for an exam you **MUST** phone the school as soon as possible for advice
- Anyone arriving late and permitted to sit the exam paper will be allocated the full time. If you arrive after the exam has finished, you will not be permitted to sit the exam.




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

- If you are unable to attend the exam then it may be possible in 'exceptional circumstances' to be permitted special consideration. You **MUST** phone the Exams Officer as soon as possible for advice. It is essential that medical and other appropriate evidence is obtained on the day by the candidate or parent/carer and given to the Exams Officer without delay. A self-certification form can be obtained from the Exams Office. If we are not aware of your illness or did not see you, this will need to be countersigned by the doctor 
- If you are feeling unwell but want to attend the exam then again, it may be possible to apply for special consideration for a minor illness. Again you **MUST** see the Exams Officer and the nurse who may be able to confirm your illness
- If you feel unwell during your exam then you must put up your hand and you will be accompanied to the nurse for further investigation. The Exams Officer **MUST** be notified if special consideration is to be requested
- If an exam is missed then minimum requirements must have been met to be authorised special consideration
- Students must have covered the whole course to be eligible for any considerations

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

- You are reminded that the school will **require payment of entry fees** should a candidate fail to attend an examination without good reason and without informing the school


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

- In the event of an emergency candidates must follow the instructions of the invigilator. You will normally be lined up in columns outside of the school buildings and must not take anything with you and evacuate in total **SILENCE**. We will get you back into the exam venue as soon as possible. In most of these cases, special consideration will be requested because of the major interruption of the exam 

## Candidates with access arrangements/reasonable adjustments

- Candidates with access arrangements will have been notified by the Learning Support team of any adjustments authorised
- Candidates with access arrangements will normally be seated in the main hall (rather than the sports hall with the main cohort) for Summer and internal exams and at other smaller venues around the school

## Results

- GCE A2/L3 BTEC – we are hoping that provisional results will be available to view via Arbor and hard copies can be collected from the school between 9am – 12pm on **Thursday 14 August 2025**
  - GCSE/Cambridge National/L2 BTEC – we are hoping that provisional results will be available to view via Arbor and hard copies can be collected (**by Yr11 ONLY**) from the school between 8.30am – 12pm on **Thursday 21 August 2025**
  - Yr10 and below GCSE results hard copy will be posted to your home 1<sup>st</sup> class on results day
  - Senior staff and careers staff will be available for Yr11&13 as notified in the Exams and Leaving letter
  - Results will only be released to a third party with written consent from the student (or an e-mail from your personal address. If you know who will be collecting your results before you leave school then you can come to the Exams Office and complete a form giving us this information.
  - Uncollected results for Years 11/12/13 will be posted home 2<sup>nd</sup> class on results day
- 



## Post-results services

- **Priority/non-priority reviews:** When the examination grades are issued, it is school policy to identify those students that the school wishes to request a review of results or access to scripts (ATS) for. With the consent of students, we will apply and bear any costs involved in this. Consent has to be obtained because marks may go down as well as up. Staff members will be available on results days to advise
- Any reviews/ATS that are requested without the support of the school will require payment **BEFORE** applying to the Awarding Body. Please speak to the Examinations Officer for advice and a copy of the Request for Review/ATS form (there will be some available on results day but you **MUST** not assume the school will apply for a review if you fill one out. You need to check with your teacher that they require you to complete and fund this.
- The post-results services deadline dates have not yet been published and will be notified on a Review of Information sheet before the end of Summer term

## Certificates

- Certificates will arrive in school late October/early November. Every effort should be made to collect these on the specified collection days which will be confirmed, along with further information in the letter on the reverse of your provisional results



## Internal appeals procedures

- Candidates will be informed of their NEA marks and have the opportunity to appeal these under certain conditions. Details can be found in the school's Internal Appeals Policy which is published on the student Google Drives/website along with the form you are required to complete. Please see the Exams Officer for further information

## Complaints and appeals procedure

- A copy of the school's Complaints Policy (exams) is available on request

## JCQ Documents/posters

Please find below links to JCQ documents that you **MUST** read and understand before taking public examinations. A copy of these were sent to you at the beginning of the year and can also be found on the exams page in the student Google Drives/website:

Information for candidates (applicable to GCE and Cambridge National candidates) - Coursework 2023-2024 <https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework Assessments 2023 FINAL.pdf>

Information for candidates – non-examination assessments 2024-2025  
<https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework Assessments 2024 FINAL.pdf>

Information for candidates – written exams 2024-2025  
<https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written Examinations 2024 FINAL.pdf>

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

Information for candidates – social media  
<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

*Warning to candidates (effective from 2024)*

[https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster\\_2024\\_5.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster_2024_5.pdf)

*Unauthorised items poster (effective from 2022)*

[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/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)

### **Other Useful JCQ Links**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024\\_25.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024_25.pdf)

[https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice\\_Sep24\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice_Sep24_FINAL.pdf)

### **Other Useful Government links:**

<https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>

<https://www.gov.uk/government/publications/student-checklist/student-checklist#a-word-about-exam-and-assessment-materials>

<https://www.gov.uk/government/publications/ofqual-student-guide-to-exams-and-assessments-in-2025>

## **Further Information**

### **Exam Board Websites for student help:**

**AQA:** <https://www.aqa.org.uk/student-and-parent-support>

**Pearson (Edexcel):** <https://qualifications.pearson.com/en/support/support-for-you/students.html>

**OCR:** <https://www.ocr.org.uk/students/>

**WJEC:** <https://www.wjec.co.uk/home/student-support/>

### **OFQUAL Student Guide to Exams and Assessments in 2025:**

<https://www.gov.uk/government/publications/ofqual-student-guide-to-exams-and-assessments-in-2025>

## **THE FINAL WORD**

**\* \* \* REMEMBER \* \* \***

During the exams period, make sure that you get plenty of sleep and exercise - fraught, tired people do not perform well in exams .....

All staff members would like to wish you

**GOOD LUCK !!**

