



Examination Information Booklet



2023 to 2024

Contents

Introduction.....	3
Non-examination assessments	5
Written timetabled Examinations	5
Contingency day - Summer 2024	6
What to do if you identify you have two or more Examination papers timetabled at the same time (a timetable clash).....	6
Where you will take your Examinations.....	7
What time your Examinations will start and finish	7
Supervision during your Examinations.....	8
Examination room conditions	8
Where you will sit in the Examination room.....	9
How your identity is confirmed in the Examination room.....	9
What equipment you need to bring to your Examinations	9
Using calculators	9
What you should not bring into the Examination room	11
Food and drink in Examination rooms	11
What you should wear for your Examinations.....	11
Where your personal belongings will be stored during your Examination.....	11
What to do if you arrive late for your Examination	11
What to do if you are unwell on the day of your Examination	12
What happens if you have an unauthorised absence from your examination.....	13
What happens in the event of an emergency in the examination room?	13
Candidates with access arrangements/reasonable adjustments	13
Results	13
Post-results Services.....	14
Clerical Re-Check.....	14
Review of Marking.....	14
Priority Review of Marking.....	14
Access to Scripts	15
Appeals against the outcomes of post-results services (clerical re-checks, reviews of marking and reviews of moderation).	15
Certificates	15
Internal Appeals Procedures	15
Complaints and appeals procedure	16
Malpractice.....	17
Personal data.....	17
Copyright	18
Appendices	18
Candidate confirmation.....	18

Introduction

Colchester County High School for Girls 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.

Public Examinations GCSE and GCE commence 9 May 2024 and finish on 25 June 2024. Candidates must remain available until 26 June 2024 should an awarding body need to invoke its contingency plan.

This Information Booklet is

- To introduce key people and contacts

Mrs L Pye - Data & Examinations Manager

Mrs A Crabb - Data & Examinations Administrator

Mrs S Hughes - Head of Sixth Form

Mrs K Daniels - Head of Year 11 & SENCo

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

For further information on the conduct of examinations please see our Exams Policy available on our website.

Exam Day Infographic



On your exam day

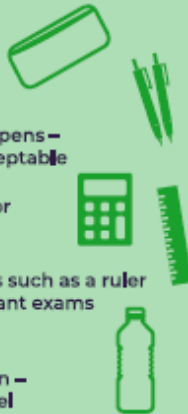
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023

Non-examination assessments

Non examination assessments (NEA) are any type of assessment that is not:

- set by an awarding body.
- designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body; and
- taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment)

'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.

Please see the relevant JCQ information for candidates' documents - non-examination assessments, social media. These can be found at the end of this book or at www.cchsg.com / The School / Exam Administration / Information for Candidates Summer Series 2024.

- Candidates are informed of their NEA marks by letter by the relevant deadline.
- When candidates are informed of their NEA marks candidates have the opportunity to request a review of marking. This procedure will be explained at the time.

Written timetabled Examinations

- All candidates to check their personal details and Examination entries are correct. A signed copy should have been returned to the Examinations Office with a copy retained for the candidate.
- If any of the information is incorrect you should inform Mrs Pye immediately.
- Candidate Examination timetables have been issued. Please check carefully the start times of each of your examinations.
- The JCQ information for candidates documents – written examinations, social media are available in the Appendix Section. The documents are also available at www.cchsg.com /The School / Exam Administration / Information for Candidates Summer Series 2024.
- Examination room posters – Warning to candidates, Unauthorised items are available at Appendix 7 & 8 and also at www.cchsg.com / The School / Exam Administration / Information for Candidates Summer Series 2024.

Contingency day - Summer 2024

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information would ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Candidates must be available up until 26 June 2024 should an awarding body need to invoke its contingency plan. The JCQ contingency dates are as follows, Thursday 6 June (PM Only), Thursday 13 June (PM Only) and Wednesday 26 June (All Day).

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

Two Examinations for same session three hours or less

- For candidates who are taking two or more examinations in a timetabled session that total three hours or less the centre may decide the order within the timetabled session in which to conduct the examination. Candidates may be given a supervised break of no more than 20 minutes between papers in a session. These must be conducted in the examination room under formal examination conditions at all times. This means that candidates cannot use this time to revise.

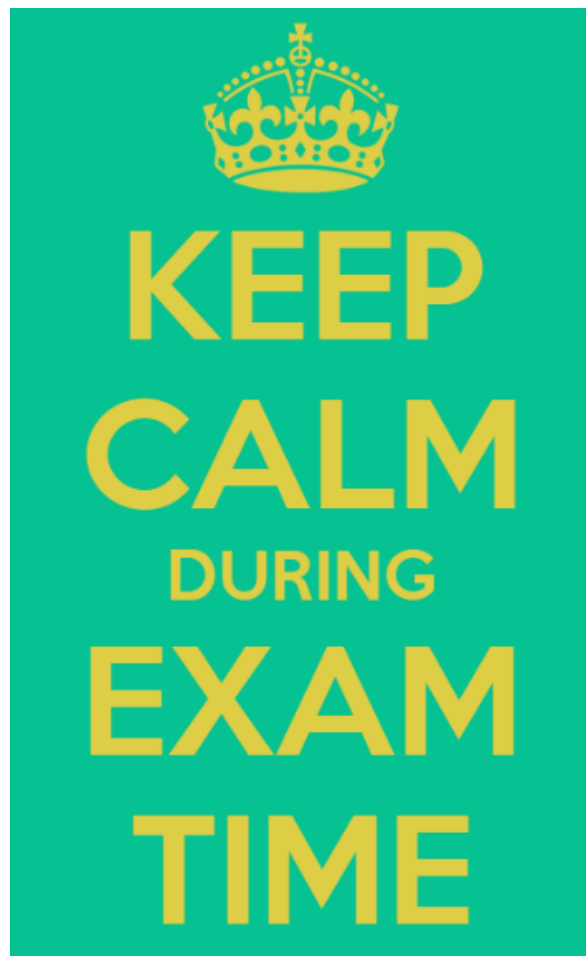
Two or more Examinations for same session greater than three hours

- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day. Candidates must be supervised. 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:
 - a) be in possession of an electronic communication/storage device or have access to the internet.
 - b) have contact with any candidate who has sat the examination.
 - c) be coached by a member of centre staff.

If you are in isolation due to an examination clash you must bring enough food and drink as you will be under examination conditions throughout the day. Mobile phones, watches, iPod, MP3/4 player, fitness trackers, electronic communication or storage devices and items with a digital capture facility must not be brought into the room used for isolation.

Where you will take your Examinations

The Examinations will primarily be taking place in the Sports Hall, Hall and H2, H3 & H4. Your individual timetable will show the room you have been allocated for each examination.



What time your Examinations will start and finish

- Morning examinations start at **9:00** and
- Afternoon examinations start at **13:30**

Please register in the Gym 15 minutes prior to your Examination.

- Exact timings of each examination are shown on your individual timetable.
- It is your responsibility to check when your individual examination starts.

Supervision during your Examinations

Examinations are supervised by a team of invigilators. The invigilators are the people who are responsible for conducting a particular examination session in the presence of the candidates. Invigilators must follow the JCQ regulations when conducting examinations. They have a key role in upholding the integrity of the external examinations process.

Examination room conditions

Candidates will line up in their allocated rows. Mrs Hughes / Mrs Daniels will take the register and ask the candidates to begin to walk across to the examination venue. An Invigilator or Examinations staff will greet the candidates and assist candidates to the appropriate seats.

- Candidates are under formal Examination conditions from the moment they enter the Examination room until they are given permission to leave by the invigilator.
- Candidates must not communicate with each other and must not turn around once under examination conditions.
- Candidates must listen carefully to instructions and notices read out by the Invigilators – there may be amendments to the examination paper that you need to know about. Check that you have the correct question paper; check the subject and tier level. If you do not have the correct paper, inform an invigilator immediately.
- Candidates who have finished the examination must hand in their script, including their question paper and any other examination material before they leave the examination room.
- At the discretion of the Centre, a 5-minute warning to candidates is permitted to be given in the examination room before the end of the examination.
- The following information will be displayed in the Examination Room
 - The Centre Number
 - Subject title
 - Paper Number
 - Actual starting and Finishing times
 - Date of Examination

- Any relevant information relating to the completion of the front of your answer books such as first name, surname, candidate number etc **must not** be completed until instructed to do so by the invigilator.
- If any additional answer sheets/answer books are required, please raise your hand and an invigilator will come to see you. Please ensure that you add your candidate name, number and centre number to any additional answer sheet/book(s) as soon as you receive them. Please also ensure that the additional sheets/answer books are numbered.

Where you will sit in the Examination room

Candidates who sit their Examinations in the Sports Hall will be seated mainly in candidate number order with a few minor exceptions. The room and seat number will be on your individual Examination Timetable.

How your identity is confirmed in the Examination room

Candidates will line up in the Gym in candidate number order to enable the Year Leader to verify the candidate's identity when taking the register 15 minutes prior to the examination. Students in Year 13 must wear their CCHSG lanyards.

Please see our Examinations Policy September 2024 available on our website at www.cchsg.com / The School / School Policies

What equipment you need to bring to your Examinations

For the purposes of your examinations, it is advisable for you to put together an examinations "**pencil case**", this should be clear, colourless, plastic and contain all of the equipment you are likely to need for all of your examinations.

Write in **Black** pen. Do not use gel pens or correcting fluid. It is your responsibility to ensure you have the necessary equipment with you for your examination as you may not borrow from other candidates and only limited supplies are held by the invigilators.

Only authorised equipment will be allowed. Only take into the Examination room the pens, pencils, erasers and any other equipment which you need for the Examination.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your examinations:

- Candidates may use a calculator in the examination unless prohibited by the awarding body's specification.
- The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- Candidates should also ensure that the calculator is on the correct setting whilst in use.

Calculators must be:

- 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 formulae

Calculators must not:

- **Be designed or adapted to offer any of these facilities:**
 - Language translator
 - 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**
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

The candidate is responsible for the following when using a calculator

- 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.**

What you should not bring into the Examination room

Mobile phones, **watches**, iPods, MP3/4 player, fitness trackers, electronic communication or storage devices and items with a digital capture facility must not be brought into the examination room. Possession of any of these items during an examination is likely to result in disqualification.

Food and drink in Examination rooms

Only water in a clear, colourless, plain, plastic bottle with no labels and logos may be taken in the examination room. Lollipops and chocolates are not allowed. You may have a small quantity of energy sweets, without wrappers, in a clear plastic bag.

What you should wear for your Examinations

- **Year 13:** Sixth Form dress code must be worn. Coats are not allowed in the examination room. Please be aware that it can get very warm in the examination rooms.
- **Year 10 & 11:** School uniform must be worn. Be aware that it can get very warm in the examination rooms, and you may want to remove your blazer. Blazers should be worn into the room and removed when given permission.

Where your personal belongings will be stored during your Examination

Please do not bring any unauthorised items with you. Please leave any **mobile phones, fitness trackers, watches, electronic devices and calculator lids** at home or in your locker. Bags, coats and personal items must be left in the designated room, they are not allowed in the examination room. The designated room for Year 10 and Year 11 is the Dance Studio. For Year 13 this will be the Sixth Form Common Room.

What to do if you arrive late for your Examination

- You should be in school **15 minutes** prior to your examination.
- If you are held up in traffic or the bus does not arrive, **KEEP CALM**
- Telephone the school (01206 576973) and advise us of the time you expect to arrive.
- On arrival, report to reception and you will be escorted to the examination room.
- If you are less than 1 hour late you may sit the examination and will be allowed additional time to make up for starting late.
- If you are more than 1 hour late you may be allowed to sit the examination, but the Awarding Body may not accept your script.

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

- If you are unwell on the day and are unable to take the examination, please ask your parents to contact Mrs Pye. You must have a GP letter giving details of the illness and that you were not well enough to take the examinations
- If you are unwell at School on the day of the examination, please report to Reception where the pastoral team will be available or Mrs Pye.
- If you feel unwell during the examination, please inform one of the invigilators immediately who will inform Mrs Pye.
- If there are any exceptional circumstances you feel may affect your examination performance, please ensure that you have informed Mrs Pye.

Candidates should refer to the information on applying for Special Consideration if they feel that their performance in the examination has been affected by temporary illness, temporary injury or some other event outside of the candidate's control.

- **Special Consideration** is a post examination adjustment to a candidate's mark/grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment** which has had or is reasonably likely to have had, a material affects on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
The regulations are all contained in the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration, which is held in the JCQ file in the Examinations Office and can be found on the JCQ website: www.jcq.org.uk

There are two kinds of special consideration:

- Students who took the examination but were disadvantaged
- Students who missed an examination/assessment

In all circumstances where an application for Special Consideration is requested to be made to the Awarding Bodies, Mrs Pye must be informed **on the day** of the examination when you feel your performance was affected. If your performance was affected by illness, a letter from your GP outlining the details of your illness and confirming that your illness would have affected your performance in the examination is required for the school to be able to apply to the Awarding Body.

Please note, once the application is submitted, centre has no control over the outcome of the application made.

What happens if you have an unauthorised absence from your examination

If you fail to attend an examination and the absence is not for an acceptable reason you will be charged the entry fee for the examination. Please see the Examinations Policy available at www.cchsg.com / The School / Policies.

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

In an emergency such as a fire alarm, the invigilator will ask you to stop writing and close your answer booklet. They will escort you out of the Examination Venue to the Tennis Courts. They will ensure you are supervised so that there is no discussion about the examination. Upon returning to the venue they will allow you the remainder of the working time set for the examination once it resumes.

Candidates with access arrangements/reasonable adjustments

- Candidates who require access arrangements/reasonable adjustments will meet with the SENCo, Mrs Daniels.
- Candidates are informed by the SENCo of any approved arrangements that are in place. The SENCo monitors these the access arrangements/special adjustments and will inform candidates of any instances when these arrangements may not apply.

Results

Full details of the times, dates and location for collecting results will be issued to each student prior to the start of the examination season. In the meantime, please add these important dates to your diaries -

Thursday 15 August 2024 – A Level release of results to students

Thursday 22 August 2024 – GCSE release of results to students

- You may nominate a third party to collect your results on your behalf, but you must write a short letter of authorisation to Mrs Pye and hand it in to the Examinations Office only by Friday 3 May 2024. Please ask your nominee to bring photo ID with them on the collection day. No results will be released without a letter and supporting ID.
- No results will be given out by telephone and email.
- If you would like your results to be posted to you, please bring a stamped, self-addressed envelope to the Examinations Office by Friday 3 May 2024.

Post-results Services

Following the publication of results for each examination series awarding bodies offer a range of post results services relating to a review of marking and moderation and access to examination scripts. This includes

Clerical Re-Check

A clerical re-check of a marked paper will make sure:

- All the pages were marked
- All the marks were counted
- The result matches the marks on the paper

Please be aware that your grade can go down as well as up and could also remain unchanged.

Review of Marking

A Review of Marking is carried out to make sure the agreed mark scheme has been applied correctly.

A review is the standard speed service for any student and is carried out to make sure the agreed mark scheme has been applied correctly and includes:

- A clerical re-check
- A copy of the reviewed script as part of this service
- A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking
- Making sure that all the marks are counted

Please be aware that your grade can go down as well as up and could also remain unchanged.

Priority Review of Marking

A priority review is a quicker service for students whose place at a university or other higher education institution depends on the outcome and includes:

- A clerical re-check
- A copy of the reviewed script as part of this service
- A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking
- Making sure that all the marks are counted

Please be aware that your grade can go down as well as up and could also remain unchanged.

Access to Scripts

Copies of scripts can be requested from the awarding bodies to

- Support reviews of marking (priority) – for AS and A Level, Advanced FSMQ, Level 3 Certificate or (non-priority) GCSEs.
- Scripts to support teaching and learning (non-priority) – for all general qualifications.

If you wish to discuss whether to apply for a Review of Marking, please see the relevant Head of Department.

Once you have been advised by the Head of Department/subject teacher/SLT, the application will be processed through the Examinations office. Please note that it is very important to have your consent and necessary payment prior to making the application. Payment can be made via bank transfer. Please be mindful that once the application is made, the centre has no control over the outcome. **The review process could result in a grade going up, going down or remain unchanged.** A full refund from the Awarding Body is only guaranteed if the overall grade goes up.

Appeals against the outcomes of post-results services (clerical re-checks, reviews of marking and reviews of moderation).

A guide to the awarding bodies' appeals processes can be found at <https://www.jcq.org.uk/exams-office/appeals/>

Certificates

Certificates are collected and signed for. If you are unable to collect your certificates, they may be collected on your behalf by a third party, provided they have a letter of authority from yourself and photo ID. Details of certificate collection will follow.

Unclaimed certificates are kept for two years and then destroyed.

Internal Appeals Procedures

Reviews of Marking - Centre Assessed Marks (GCE and GCSE Non-Examination Assessments (NEA) and Project Qualifications)

As part of the current examination series, students can request a review of the results of their centre-marked assessments from their own school or college.

Colchester County High School for Girls is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. In addition, that whenever staff mark candidate work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Students will be informed of their centre assessed marks. Grades are not issued as these are determined by the awarding bodies. Although we have every confidence that staff have marked according to JCQ regulations and the subject mark criteria, students may request a review of the centre's marking before marks are submitted to the awarding body. The school will ensure that students are able to view copies of materials in school to assist them in considering whether to request a review of the centre's marking of the assessment. Students must request a review of marking by writing to Mrs Pye by the deadlines provided for each NEA. Requests cannot be accepted after these deadlines. The cost of each review of marking is £40 (non-refundable) and the payment should be made via ParentPay. ParentPay will be opened once a request has been received.

The school will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome before the awarding body's deadline. The review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.

Complaints and appeals procedure

We aim to ensure all candidates have a positive experience during their examinations season but if any concerns or complaints arise, regarding the centre's delivery or administration of a qualification please contact Mrs Pye in the first instance. The Alpha Trust Concerns and Complaints Policy and Procedures can be found at www.cchsg.com / The School / School Policies / Concerns and Complaints Policy.

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 person 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 in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*.

Examples of what constitutes malpractice include:

- Introduction of unauthorised material into the examination room
- Breaches of Examination Conditions
- Exchange, obtaining, receiving or passing on information which could be examination related
- Offences relating to the content of candidates' work
- Undermining the integrity of the examinations/ assessments

Further information of Malpractice and indicative sanctions against candidates can be found in Section 24 of the Instructions for Conducting Examinations published by the JCQ and Appendix 6 of the Suspected Malpractice - Policies and Procedures on the JCQ Website at jqc.org.uk

Please also refer to the information for candidates - social media

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

Please also see CCHSG Behaviour, Sanctions & Reward Policy available on our website

www.cchsg.com / The School / School Policies or follow this link [Behaviour, Sanctions & Rewards Policy](#)

Personal data

The awarding bodies collect information about examination candidates:

To understand what information is collected and how it is used, please see the JCQ Information for candidates – Privacy Notice (which can be located at www.cchsg.com / The School / Exams Administration / Information for Candidates Summer Series 2024

Copyright

- The copyright of any 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

Further information is available at www.jcq.org.uk General Regulations for Approved Centres Section 6.

Appendices

1. Information for candidates – Written examinations 2023-24
2. Information for candidates – NEA 2023-24
3. Information for candidates – Privacy Notice
4. Information to candidates – Social Media
5. JCQ Unauthorised items poster
6. JCQ Warning to candidates poster

The JCQ regulations can be found on the examinations administration section of the school website at www.cchsg.com / **The School / Examination Administration / Information for Candidates Summer Series 2024**. It is important that you observe the rules and come to all your examinations fully prepared.

Candidate confirmation

To confirm you have received read and understood the contents of this handbook you will be given a form to completed when you receive confirmation of your exam entries and the dates and times of your examinations. If there is anything you do not understand, you should ask Mrs Pye or Mrs Crabb for clarification.