



# The Nelson Thomlinson School

## Examination Information January 2023

This guidance must be read in conjunction with the Joint Council for Qualifications (JCQ) Information for Candidates documents listed below, copies of which can be accessed on the school website:

JCQ Information for candidates (Written examinations) 2022 – 2023

JCQ Information for candidates (Privacy Notice)

JCQ Information for candidates (Social Media)

JCQ Unauthorised Items Poster

JCQ Warning to candidates poster

Please ensure that you read this information carefully before your examinations, and if you have any questions at all, or require any further information, contact the Exams Officer.

### Examination Attendance

Candidates will be provided with an individual examination timetable via EduLink; this will include their exam / candidate number and details of the exam date, time, venue and seat number for each examination. ***It is your responsibility to know when and where each exam is taking place.***

Candidates should familiarise themselves with their exam / candidate number and the school centre number (42241). These will be required when completing personal details on the front page of all exam papers / answer booklets.

Any exam clashes will be dealt with by the Exams Officer. Candidates will be advised of any changes to their timetables.

All examination sessions will begin **promptly** at 9.00am for morning exams and 1.30pm for afternoon exams.

Candidates should arrive at their exam venue no later than 10 minutes before the start of each exam.

**Candidates will not be allowed to leave the examination venue until the end of the exam.**

Late arrivals may still be allowed to sit the exam at the discretion of the Exams Officer / Senior Management Team. Candidates should note that awarding bodies may not accept scripts from candidates who arrive late. All late arrivals must be recorded and may be reported to the awarding bodies.

Parents **must** contact the school by 8.30am or 1.00pm (as appropriate), if a candidate is unable to attend an exam or will be arriving after the stated exam start time.

Late candidates must sign in at main reception, speak to the Exams Officer / Senior Management Team and will, if appropriate be escorted to their exam venue.

Parents should be aware that if a candidate fails to attend an exam for any reason, parents may be liable to cover any fees for any missed exams. Parents will be asked to provide a letter containing medical evidence confirming any illnesses.

## Examination Equipment

All pencil cases taken into the exam room must be **completely transparent**.

Candidates should bring all necessary equipment to each exam; it is candidates' responsibility to ensure that they have all required equipment for each exam. This includes pens (**black ink only**), pencils, erasers, rulers, protractor and compass and calculators (**with lids removed**) when appropriate. Please read the attached JCQ regulations regarding calculators for examinations.

Gel pens, erasable pens and correction pens, fluids and tapes are prohibited. Highlighters must not be used in answers, although they may be used to highlight questions, words or phrases within the question paper/answer booklet, or any extracts in any resource materials provided.

Drinks bottles **must** be transparent with all labels removed. **Do not bring aluminium / 'Chilly' type water bottles; these will not be allowed into the exam room.** Likewise, food will not be permitted.

No unauthorised written materials will be permitted in the exam venue.

**Candidates should ensure that they have no electronic devices on their person, this includes:**

- **iPods;**
- **mobile phones;**
- **MP3/4 players or similar devices;**
- **watches (digital, analogue or smart watches);**
- **headphones / ear buds**

Possession of any unauthorised items is a serious offence and may result in disqualification from any or all examinations and overall qualifications by the awarding bodies.

## In the Examination Venue

Candidates will be invited into the exam venue by the invigilator and will be asked to leave their belongings at the front of the exam room.

Candidates are under formal exam conditions as soon as they enter the exam venue until the point at which they are permitted to leave; they must not attempt to talk to, communicate with or disturb other candidates.

Candidates must listen carefully and follow the instructions of the invigilator at all times.

Candidates must sit in their allocated seat (see your exam timetable) and must not sit an exam in the name of another candidate. Invigilators will confirm candidate identity when taking the attendance register. Year 12 and Year 13 candidates must be wearing their school ID Badge.

Candidates should carefully read and follow any instructions printed on the question paper and / or answer booklet. Candidates must inform invigilators **immediately** if they believe they have been given an incorrect paper.

Candidates **must not** start to complete the details on the front of the question paper until told to do so by the invigilator.

Candidates must not open question papers or answer booklets until the exam is started by the invigilator.

If a candidate has a question or requires assistance during an exam, they should raise their hand and wait for an invigilator.

## Malpractice

Candidates must not become involved in any unfair or dishonest practice in any part of the exam. 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 in accordance with the JCQ '*Suspected malpractice – Policies and procedures*'.

Examples of what constitutes malpractice include:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake;
- not telling exam boards or your school/college about exam information being shared;
- 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 the examinations/assessments;
- use of social media for the exchange and circulation of real or fake assessment material.

## Access Arrangements

Where appropriate, provision for candidates with approved access arrangements will be made for each examination.

**Please note that any candidate who has approval for extra time must remain in the exam venue until their extra time has expired.** The timings, including any extra time, will be displayed in each exam venue for each examination.

## At the end of the exam

Candidates cannot leave the exam venue until all papers and materials have been collected. Invigilators will dismiss candidates when this has been completed. Please be aware that other pupils may still be working when you are allowed to leave the exam venue.

Candidates are under exam conditions until they have left the exam room. Please ensure that you **leave quickly and silently** to avoid disturbing any remaining candidates.

## Results Days:

Applied Generals: Thursday 02 March 2023

Cambridge Nationals and Cambridge Technicals: Thursday 16 March 2023

BTEC Tech Awards: Friday 07 April 2023

## ***Joint Council for Qualifications (JCQ) regulations regarding calculators for examinations.***

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

### **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 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:
  - a. databanks
  - b. dictionaries
  - c. mathematical formulae
  - d. text

### **The candidate is responsible for the following:**

- 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