BISHOP DOUGLASS SCHOOL

Candidate Exam Handbook

2025/2026

This handbook is reviewed and updated annually

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Introduction

Bishop Douglass 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 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
  - The use of AI in all NEAs (appendix 7 on the school website)

Refer to Information for candidates – social media (Effective from 1 April 2020)

You need to know that the following would be malpractice:

• 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; or
• not telling exam boards or your school/college about exam information being shared.

Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (Appendix 5 and available on the school website)

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

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (available as Appendices in this document and on the school website)
- Assessments take place in accordance with the subject deadlines
- Heads of Departments and/or teachers will inform students of this
- Deadlines are set by departments
- Work is marked and assessed in accordance with subject guidelines/regulations
- When candidates are informed of their centre assessed marks - students have the right to internally appeal their grade – please see the Exams Officer for more information

Written timetabled exams

- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), first copy to check details are correct – please see the Exams Officer if there are any errors
- Clashes – students who have timetabled exams will be given a clash form to take to the EO and allocate a change of exams
- Copy of timetable after Easter –(printed on a different coloured paper) check the rooms allocated are appropriate e.g. Access Arrangements in the teaching School as mocks, clashes have been correctly changed etc.
- The JCQ information for candidates documents – written examinations, social media (Appendices in this guide and also available on the school website)
- Exam room posters – Warning to candidates, Unauthorised items

Contingency days - Summer 2026

Wednesday 24th June (all day)

On-screen tests

Please see the Appendices for guidance and regulations on On-Screen Tests

Refer to Information for candidates – on-screen tests – available on the school website

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

As mentioned in written exams section

Where you will take your exams

The majority of exams will take place in the Sports Hall but if you have a different code and you are unsure of where that room is please ask before the exam starts as it is essential you arrive promptly to your exams

What time your exams will start and finish

- Start times – 9am or 1.30pm unless otherwise arrange to accommodate a clash
- All candidates must remain in the exam room for the duration of the exam

Supervision during your exams

- Exams are supervised by a team of invigilators – both internal and external and all invigilators have undergone training
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

Exam room conditions

- For all A Level and AS Exams (GCE) students should make their way to the exam location in plenty of time bags and coats etc. should not be taken into the exam hall.
- For GCSE students, students will line up outside the Sports Hall and all bags and coats etc. will be in left in the sports hall changing rooms.
- All candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator – this means no communication at all with other candidates
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates
- The boards will display the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam
- Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator
- Please note any additional sheets must be completed with all details.

Where you will sit in the exam room

- Your timetable will have your seat location on,
- In reception each morning there will be seating plans on the desk
- Please be aware of your seating location before you enter the exam hall as your timetable is not authorised in the exam room

How your identity is confirmed in the exam room

Candidates will be identified by the Head of Year or SLT, as they line up for the exam

What equipment you need to bring to your exams

- You will need to bring pens (please note these must be black ink)
- Highlighters (do not use in your answers)
- All other equipment will be provided

Using calculators

All calculators will be provided, if you are using your own it must be compliant with the JCQ regulations

What you should <u>not</u> bring into the exam room

Anything unauthorised, e.g. tissues, papers, tippex, watches, anything electrical,

Food and drink in exam rooms

Water in a clear bottle with the label removed

What you should wear for your exams

Full school uniform

Where your personal belongings will be stored during your exam

As explained earlier

What to do if you arrive late for your exam

Don't – aim to arrive early, If you do arrive late please go straight to the exam location

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

- If you are unable to come in, please ask your parent/guardian to phone the school asap and let us know – advice will be given on an individual basis
- If you are unwell and you attend please let Mr Bent know you were feeling unwell
- If you are unwell during an exam – this will be dealt with case by case
- Please note if the EO needs to apply for special consideration a medical note from your GP is beneficial so please consult your GP and request a note

What happens if you have an unauthorised absence from your exam

You will be marked as absent from the exam

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

Students will be evacuated from the exam hall but please note you are still under exam conditions so no communication will take place - There are evacuation procedure posters located in all exam rooms

Candidates with access arrangements/reasonable adjustments

- The summer exams will mirror the mock exams for all students with access arrangements/reasonable adjustments
- Please check your timetable mirrors your mock exam locations
- If you have any questions please see the EO or Ms Kemp

Results

A separate letter will be sent out for results

Post-results services

There will be SLT and staff members in school on the day of results to advise and go through the post-results services is required

Certificates

A letter will be sent out informing candidates when their certificates are ready for collection (around November/December 2026)

Internal appeals procedures

Please see school's policy on the website

Complaints and appeals procedure

Please see school's policy on the website

All of the following Appendices can be found using the link below.

https://www.bishopdouglass.barnet.sch.uk/Parents/

Appendix 1

JCQ Information for candidates - coursework

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

Appendix 2

JCQ Information for candidates – non-examination assessments

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

Appendix 3

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Appendix 4

JCQ Information for candidates – written exams

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

Appendix 5

JCQ Information for candidates – Privacy Notice

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

Appendix 6

JCQ Information for candidates – AI Assessments

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

Appendix 7

JCQ Social Media Infographic

You **must** read this information to ensure you do not misuse AI

Appendix 8

JCQ Preparing to sit your exams

You **must** read this information to ensure you fully prepared for your exam

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **mus**t note that *"Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*

JCQ *Warning to candidates* poster

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

Warning to candidates

JCQ

AQA | City & Guilds | CCEA | NCFE | OCR | Pearson | WJEC

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.