



Ringwood School

EXAM CANDIDATE HANDBOOK

SUMMER 2023



Centre Number:

58833

Candidate Number:



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Y11 GCSE Exam timetable May and June 2023

		AQA	GCSE	Drama	28th March		
		AQA	GCSE	Food	7th & 8th March	P1-P4	
		WJEC	Level 1/2	Hospitality & Catering	21st & 22nd February	P1-P4	
		Pearson	GCSE	Art & Textiles	20th & 21st April		
		Pearson	GCSE	Photography	24th & 25th April		
		AQA	GCSE	Languages speaking tests	26th April - 5th May		
Monday 1st	BANK HOLIDAY						
Week 1							
Monday 15th May	AM	OCR	GCSE	RS: Christianity	J625/01	1h	
		OCR	GCSE	RS: Islam	J625/02	1h	
	PM	AQA	GCSE	Drama	8261/W	1h 45m	
Tuesday 16th May	AM	AQA	GCSE	Combined Science: Trilogy Biology Paper 1	8464B 1F	1h 15m	
				8464B 1H			
			GCSE	Biology Triple Paper 1	8461 1F	1h 45m	
				8461 1H			
Wednesday 17th May	AM	AQA	GCSE	English Literature Paper 1	8702/01	1h 45m	
	PM	OCR	Camb Nat	Sports Studies: Contemporary issues in Sport - resits	R051/01	1h	
Thursday 18th May	AM	Pearson	GCSE	History: Paper 1: Thematic study and historic environment	1HIA 10-13	1h 15m	
	PM	AQA	GCSE	Business Paper 1	8132/1	1h 45m	
Friday 19th May	AM	Pearson	GCSE	Mathematics Paper 1 (Non- Calculator)	1MA1 F	1h 30m	
	PM	OCR	GCSE	Computer Science - Computer Systems - Paper 1	1MA1 H	1h 30m	
				J277/01	1hr 30m		
Week 2							
Monday 22nd May	AM	AQA	GCSE	Combined Science: Trilogy Chemistry Paper 1	8464/C/1F	1h 15m	
					8464/C/1H	1h 15m	
				Chemistry Triple Paper 1	8462/1F	1h 45m	
		PM	AQA	GCSE	Geography: Living with physical environment	8462/1H	1h 45m
Tuesday 23rd May	AM	AQA	GCSE	French Listening and Reading Foundation	8035/1	1h 30m	
					8658/LF	35m	
					8658/RF	45m	
		PM	OCR	GCSE	French Listening and Reading Higher	8658/LH	45m
				8658/RH	1h		
Wednesday 24th May	AM	AQA	GCSE	RS: Religion philosophy and ethics in the modern world from a Christian perspective	J625/06	2h	
Thursday 25th May	AM	AQA	GCSE	English Literature Paper 2	8702/2	2h 15m	
				Combined Science: Trilogy Physics Paper 1	8464/P/1F	1h 15m	
					8464/P/1H	1h 15m	
		PM	OCR	GCSE	Physics Triple Paper 1	8463/1F	1h 45m
			WJEC	L1/2	Computer Science - Computational thinking - Paper 2	8463/1H	1h 45m
Friday 26th May				Engineering - Unit 3: Solving Engineering Problems	J277/02	1hr 30m	
				No exams	9793/01	1h 30m	
HALF TERM							
Monday 5th June	AM	AQA	GCSE	English Language Paper 1	8700/1	1h 45m	
	PM	OCR	Camb Nat	Health & Social Care: Essential values of care use (resits)	R021/01	1hr	
		AQA	GCSE	French Writing	8658/WF	1h	
Tuesday 6th June	AM	AQA	GCSE	Spanish Listening and Reading Foundation	8658/WH	1h 15m	
					8698/LF	35m	
					8698/RF	45m	
					8698/LH	45m	
Wednesday 7th June	AM	Pearson	GCSE	Spanish Listening and Reading Higher	8698/RH	1h	
				Mathematics Paper 2 (Calculator)	1MA1 2F	1h 30m	
					1MA1 2H	1h 30m	
Thursday 8th June	PM			History Paper 2: British depth study	1HIA B1-B4	1hr 45m	
Friday 9th June	AM	AQA	GCSE	Contingency Afternoon			
				Geography Paper 2 : Challenges in the human Environment	8035/2	1h 30m	
				Combined Science: Trilogy - Biology Paper 2	8464/B/2F	1h 15m	
		PM	AQA	GCSE		8464/B/2H	1h 15m
				Biology Triple Paper 2	8461/2F	1h 45m	



				Biology Triple Paper 2	8461/2H	1h 45m
Week 4						
Monday 12th June	AM	AQA	GCSE	English Language Paper 2	8700/2	1h 45m
	PM	AQA	GCSE	Business Paper 2	8132/2	1h 45m
Tuesday 13th June	AM	AQA	GCSE	Combined Science: Trilogy - Chemistry Paper 2	8464/C/2F	1h 15m
					8464/C/2H	1h 15m
				Chemistry Triple Paper 2	8462/2F	1h 45m
					8462/2H	1h 45m
	PM	AQA	GCSE	Spanish Writing	8698/WF	1h
					8698/WH	1h 15m
Wednesday 14th June	AM	Pearson	GCSE	Mathematics (calculator) Paper 3	1MA1 3F	1h 30m
	PM	Pearson	GCSE	Music	1MA13H	1h 30m
Thursday 15th June	AM	Pearson	GCSE	History Paper 3: Period study	1MU0 03	1h 45m
	PM			Contingency Afternoon	1HIA P1-P5	1h 20m
Friday 16th June	AM	AQA	GCSE	Combined Science: Trilogy - Physics Paper 2	8464/P/2F	1h 15m
					8464/P/2H	1h 15m
	PM	AQA	GCSE	Physics Triple Paper 2	8463/2F	1h 45m
					8463/2H	1h 45m
				Geography: Geographical applications	8035/3	1h 15m
Week 5						
Monday 19th June	AM	Pearson	GCSE	Design And Technology : Component 1: Timbers	1DT0 1F	1h 45m
Tuesday 20th June	AM	AQA	GCSE	Food preparation and nutrition	8585/W	1h 45m
Wednesday 21st June	AM	WJEC	L1/2	Hospitality and Catering :The Hospitality and Catering Industry	5569UB0-1	1h 30m
Friday 23rd June	PM	OCR	FSMQ	Additional Mathematics	6993	2h
Wednesday 28th June				CONTINGENCY DAY		

Polish - 8688 Listening and Reading 14th June PM

Writing 21st June AM

Latin - J282 Paper 1 16th May PM, Paper 2 26th May PM, Paper 3 12th June PM



A Level Summer 2023						
March TBC		Pearson	A Level	Drama Exam		
Wednesday 26th - Friday 28th April		Pearson	A Level	Art, Photography and Textiles exams		
Tuesday 2nd - Wednesday 3rd May		Pearson	BTEC	Media - reponding to a commission		
Thursday 4th - Friday 5th May		Pearson	A Level	French, Speaking test		
Week 1						
Wednesday 17th May	AM	AQA	A Level	Geography Paper 1	7037/1	2h 30m
		AQA	A Level	Economics Paper 1	7136/1	2h
Thursday 18th May	AM	OCR	CTEC	Sports Studies - Body systems and the effects of physical activity Y12	5827/01	1h 30m
Friday 19th May	AM	AQA	A Level	Psychology Paper 1	7182/1	2h
Week 2						
Monday 22nd May	AM	OCR	A Level	Sociology Paper 1: Socialisation culture and identity	H580/01	1h 30m
	PM	AQA	A Level	Economics Paper 2	7136/2	2h
Tuesday 23rd May	AM	AQA	A Level	Business Paper 1	7132/1	2h
	PM	OCR	CTEC	Health & Social Care : U4 Anatomy and physiology for health and social care	5831/04	2h
Wednesday 24th May	AM	AQA	A Level	History Paper 1 (options A to L)	7042/1A-L	2h 30m
	PM	OCR	CTEC	Sport Studies: Sports organisation & development-resits	5827/03	1h
		Pearson	A Level	Physics Paper 1	9PH0 01	1h 45m
		OCR	A Level	English Literature Paper 1	H472/01	2h 30m
		OCR	A Level	Physical Education: Physiological factors affecting performance	H555/01	2h
		Pearson	A Level	Music Technology: Component 3: Listening and analysing	9MT0 03	1h 30m
Thursday 25th May	AM	AQA	A Level	English Language Paper 1	7702/1	2h 30m
		AQA	A Level	Polish Paper 1	7687/1	2h 30m
	PM	AQA	A Level	Psychology Paper 2	7182/2	2h
		Pearson	A Level	Further Maths Paper 1	9FM0 01	1h 30m
HALF TERM						
Week 3						
Monday 5th June	AM	AQA	A Level	Economics Paper 3	7136/3	2h
		OCR	A Level	Geology Paper 1	H414/01	2h 15m
		AQA	A Level	English Language Paper 2	7702/2	2h 30m
	PM	AQA	A Level	Polish Paper 2	7687/2	2h
		Pearson	A Level	Further Maths Paper 2	9FM0 02	1h 30m
		AQA	A Level	Psychology Paper 3	7182/3	2h
Tuesday 6th June	AM	AQA	A Level	Geography Paper 2	7037/2	2h 30m
	Pearson	BTEC	Media Representations - Year 12/resit	31668H	2h	
Wednesday 7th June	PM	Pearson	A Level	Maths Paper 1: Pure Mathematics 1	9MA0 01	2h
		AM	AQA	A Level	Business Paper 2	7132/2
	PM	Pearson	A Level	Drama and Theatre : Theatre Makers in Practice	9DR0 03	2h 30m
		Pearson	A Level	Design & Technology Component 1	9DT0 01	2h 30m
Thursday 8th June	AM	Pearson	A Level	Biology Paper 1 : The Natural Environment	9BN0 01	2h
		OCR	A Level	English Literature Paper 2	H472/02	2h 30m
		OCR	A Level	Physical Education Paper 2: Physiological factors affecting performance	H555/02	1h
	PM	Pearson	A Level	Music Technology : Component 4 Producing & Analysing	9MT0 04	2h 15m
				Contingency Afternoon		
Friday 9th June	AM	Pearson	A Level	Physics Paper 2	9PH0 02	1h 45m
	PM	OCR	A Level	Sociology Paper 2: Researching and understanding social inequalities	H580/02	2h 15m
		AQA	A Level	History Paper 2 (options A to T)	7042/2N	2h 30m
Week 4						
Monday 12th June	AM	OCR	A Level	Chemistry: Fundamentals of chemistry	H433/01	2h 15m
	PM	Pearson	A Level	French Paper 1: Listening, reading and translation	9FR0 01	2h
		AQA	A Level	Computer Science Paper 1 (options A to E)	7517/1D	2h 30m
Tuesday 13th June	AM	AQA	A Level	Polish Paper 3	7687/3	2h 30m
	PM	OCR	A Level	Geology Paper 2	H414/02	2h 15m
Wednesday 14th June	AM	Pearson	A Level	Mathematics Paper 2: Pure Mathematics 2	9MA0 02	2h
		AQA	A Level	Business Paper 3	7132/3	2h
	PM	OCR	A Level	Sociology Paper 3: Debates in contemporary society	H580/03	2h 15m
		Pearson	A Level	Further Maths Paper 3	9FM0 3C	1h 30m



Thursday 15th June	AM	Pearson	A Level	Physics: Paper 3: General and Practical Principles in Physics	9PH0 03	2h 30m
	PM			Contingency Afternoon		
Friday 16th June	AM	Pearson	A Level	Biology Paper 2: Energy Exercise and Co-ordination	9BN0 02	2h
	PM	Pearson	A Level	Further Maths Paper 3B Further Statistics 1	9FM0 3B	1h 30
Week 5						
Monday 19th June	AM	AQA	A Level	Computer Science Paper 2	7517/2	2h 30m
		Pearson	A Level	French Paper 2: Written response to works and translation	9FR0 02	2h 40m
	PM	OCR	A Level	Chemistry : Scientific literacy in Chemistry	H433/02	2h 15m
Tuesday 20th June	AM	OCR	A Level	Physical Education: Socio-cultural issues in physical activity and sport	H555/03	1h
	PM	OCR	A Level	Geology: Practical skills in geology	H414/03	1h 30m
		Pearson	A Level	Mathematics: Paper 3: Statistics & Mechanics	9MA0 03	2h
Wednesday 21st June	AM	Pearson	A Level	Biology Paper 3: General and Practical Applications in Biology	9BN0 03	2h
Thursday 22nd June				No exams		
Friday 23rd June	AM	OCR	A Level	Chemistry: Practical skills in Chemistry	H433/03	1h 30m
		Pearson	A Level	Further Maths Paper 3D: Decision Mathematics 1	9FM0 3D	
Week 6						
WEDNESDAY 28th June	AM	Contingency Day				
	PM					



Personal Data:

In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Each awarding body is a separate organisation. You have received a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you



Coursework assessments / NEA (Non-Examined Assessments): Information for Candidates

This section of the Handbook tells you about some things that you must and must not do when you are completing coursework / Non-Examined Assessment. Coursework / NEA components assess candidates' skills, knowledge and understanding that may not readily be assessed by timed written papers. Coursework will take many different forms.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher. In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

The regulations state that: 'the work which you submit for assessment must be your own' and 'you must not copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/1/hi/thisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005). **If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

Good practice when preparing your coursework:

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. **Don't leave it lying around** where someone can find it or share it with anyone, including posting it on social media. You **must** always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. **Don't be tempted to use pre-prepared online solutions – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.



Coursework / NEA assessments information for candidates continued...

Plagiarism:

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation

Informing candidates of their internal marks for NEA / Coursework:

All students should be informed of their marks for any NEA / coursework which they complete. If students want to appeal any of their marks, they must follow the schools' Internal Appeals process. A copy of this policy can be found in Appendix 1 at the back of this Handbook. Please remember marks are subject to change as a result of the Awarding Body's external moderation process.

Complaints:

If a candidate would like to make a complaint, the school's Complaints Policy can be found on the website at the following address: [Policies & Statutory Information – Ringwood School](#)

The exams: Information for Candidates

The timing of your exams:

Unless told otherwise, morning exams will start at 8:40am and afternoon exams will start at 1:00pm. This is the time students will be admitted into exam rooms. It is students' responsibility to be outside of their exam rooms before this time.

Bag rooms:

Exams will take place in The Barn will have bag rooms assigned to them so students can leave their bags before making their way to the exam room. The Bag Room information will be emailed to all students before exams; it will also be available at Student Reception and will be displayed outside the Exams Office.

Room and Seat number information:

It is candidates' responsibility to check the venue and the seat number they have been assigned for each exam. This information will also be displayed on the notice board outside the Exams Office on the day of the exam.



Information for Candidates continued...

What equipment you must bring to the exams:

A minimum of 2 black ball point pens / biro (blue is not permissible in public exams)

HB pencil

Ruler and eraser

Plus all equipment essential for maths / science exams

Which equipment you may bring to exams:

Pencil sharpener

Highlighters / gel pens (only for use on questions NOT as part of your answer)

Water in clear water bottles with no labelling or writing

Calculators

Protractors / compasses

Coloured pencils

If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs.

Which equipment you must not bring to exams:

Any drink (other than water) or food (unless agreed for medical reasons)

Mobile phones

Watches of any type

iPod

Any unauthorised written materials including notes

Correction pens / correction fluids

Identification of candidates during exams:

All candidates must bring photo identification to all exams to enable invigilators to check the identification of all candidates. For students in year 12 and year 13, this must be your school lanyard which should be placed on your exam desk. For students in Year 10 and year 11, you will be provided with a Photo ID card. If you forget this or misplace it, a spare card can be collected from Student Reception. Any further replacements will be at a cost to the student. It is your responsibility to bring your ID to every exam and to place it face up on the exam desk.



At the beginning / during the exam:

Enter the exam room in silence. From the moment you are inside an exam room, you must communicate only with the invigilators / staff

Always listen to the invigilator. Always follow their instructions.

Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.

Write your legal name on any answer booklets.

Do not open the question paper until you are instructed that the exam has begun.

Remember to write your answers within the designated sections of the answer booklet.

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, including those used for rough work

If you drop anything on the floor, do not pick it up. Raise your hand and an invigilator will come and help you.

Advice and help during the exam:

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.

Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.

You must not ask for, and will not be given, any explanation of the questions.

At the end of the exam:

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.

Do not leave the exam room until told to do so by the invigilator.

Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Wait for the invigilators to tell you that you may leave the exam room.

Leave the exam room in silence; you are in exam conditions until you are outside of the exam room.

Please remember that unless you have a toilet pass, you will not be permitted to leave the exam to go to the toilet, in order to avoid disrupting other candidates.



Lateness / absence:

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate will be considered very late if he/she arrives: a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination; b) after the awarding body's published finishing time for an examination that lasts less than one hour

What to do if you think you will be late:

Phone school, giving your name, the exam you are due to sit, the reason for lateness and an anticipated time of arrival. If you arrive before the exam has started, go straight to the exam room. If you arrive after the exam has started, go straight to Main Reception where a member of staff will come and meet you.

What to do if you may be absent from an exam due to illness:

Phone the school to let us know. Make sure you get a doctor's note, covering the time / day of the exam. This may enable the school to apply for Special Consideration. If you just feel under the weather, it is always better to sit the exam. You could provide a Doctor's Note in this circumstance, as again it may mean the school can apply to the Awarding Body for Special Consideration to be applied to the exam paper. The school cannot decide whether you are well enough to come in and sit an exam; the candidate / parents and carers must decide what the best course of action is.

In the event of an emergency evacuation

The invigilators will:

Instruct candidates to stop writing, put down their pens, note the time

Evacuate the examination room in line with the instructions given by the appropriate authority

Advise candidates to leave question papers, scripts and all belongings in the examination room. Candidates must close their answer booklet

Candidates to leave the room in silence under supervision; there should be no discussion about the examination

Proceed to the established evacuation point, on the field where additional staff will be available to help supervise the candidates.

On receiving the "all clear" the supervised candidates will return to the examination room. The exam will continue and re start, when all candidates are ready.

Ofqual (the Exams Regulator) has produced a guide aimed at students called 'Coping with Exams Pressure'. You can find the guide here: <https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>



Malpractice:

Attempted or actual malpractice will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their account of events/actions before any final decision is made. If the candidate accepts that malpractice has occurred, he/she may be given the opportunity to repeat the assignment. If malpractice is confirmed following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate



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

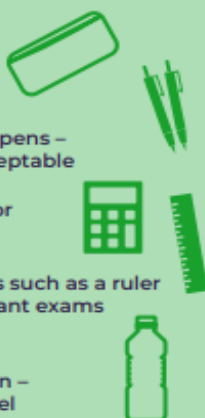
What you cannot take into exams:

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



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



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.

If you have any questions about the format on the day, 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 2022



Results Days:

On the published Results Days in August, school will be open between 9am and 11 am for you to come and collect your results. If you need to nominate someone to collect your results on your behalf, you must complete the form at the back of this Handbook – Appendix 2 and hand it or email to the Exams Office at examadmin@ringwood.hants.sch.uk prior to Results Days in the summer. Any nominated person will need to bring a form of photo identification with them. Without this, results will not be released. Alternatively, please provide the school with an A4 Stamped Addressed Envelope and we will post results to you on Results Days. Results will not be emailed.

Post Results services:

Details of the services available will be available on the school website, including access to scripts; reviews of results and appeals procedures. There will also be paper copies of this information included in the results envelope. Here you will be informed about the deadlines and fees for the services. Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided if you are no longer a student at Ringwood School.

Collection of exam certificates:

Information will be put on the school website regarding when certificates are available to collect; this is usually around mid / end of November. Only in exceptional circumstances and by arrangement will certificates be posted. It is the responsibility of the candidates to check when their certificates are available and to make arrangements to collect them from the main school reception. Certificates will be kept for 12 months after first being available for collection. After this, certificates may not be retained. Please contact the exams office in the first instance who will advise whether the school still has the relevant certificate or whether the candidate will need to contact the Awarding Body to arrange for a replacement certificate. This will be at the candidate's expense.



Appendix 1

Policy name	Appeals against Internal Assessments
Status	
Strategic objective	To ensure that the planning and management of the assessments are conducted efficiently and in the best interests of the students
Policy owner	Assistant Headteacher – Data and Outcomes
Authorised by	Headteacher
Authorisation date	April 2018
Review date	November 2024
Statutory, regulatory and/or contractual considerations	Requirement of exam boards
Equality assessment	Positive

The purpose of this policy is to set out clear procedures for a candidate to appeal against and request a review of the centre's marking.

Ringwood School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

The Head of Centre

Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

Subject leaders

Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)

Ensure appropriate internal moderation, standardisation and verification processes are in place



Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications and all other qualifications) follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body

Ensure teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for Conducting NEA and the specification provided by the awarding body

Ensure that work produced by candidates is authenticated in line with the requirements of the awarding body.

Teaching staff

Ensure appropriate instructions for conducting internal assessment are followed

Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place

Exams officer

Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated

Candidates requesting a review of their centre assessed marks:

- The school will ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- The school will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- The school will ensure that, having received a request for copies of materials, promptly make them available to the candidate.
- The school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Ringwood School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- Ringwood 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, all before the awarding body's deadline.



- Ringwood School will ensure that 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.
- Ringwood School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Ringwood School will inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



Appendix 2:

Candidate permission form

Results collection

Results day(s):

GCE - Thursday 17 August 2023

GCSE - Thursday 24 August 2023

The normal arrangements for collecting results are in person between 9am and 11am

Uncollected results will be posted out at the end of results day by 1st class mail to the address held on our system¹. If you require your results to be collected by someone on your behalf, please complete the box below.

Candidate name			
<input type="checkbox"/> I give permission for my representative <u>insert name of representative here</u> to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature		Date	

¹ Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Completed forms should be returned to Hannah Clarke – exams Officer by 22nd July



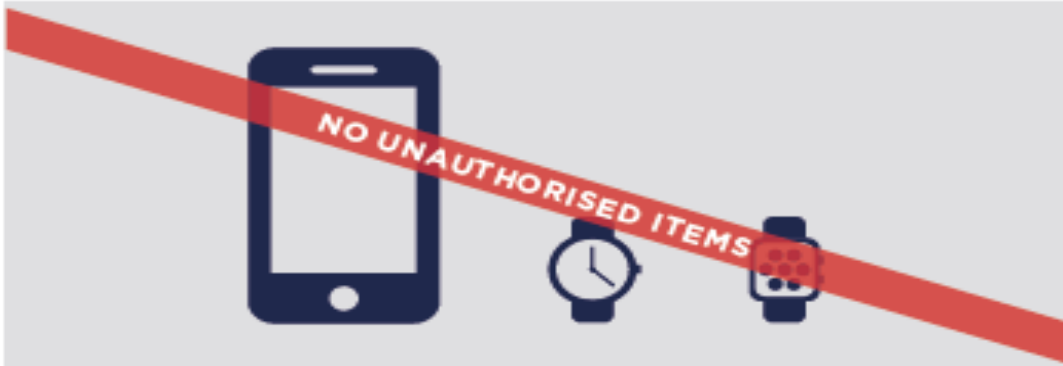
Appendix 3



AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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Appendix 4



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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 exam/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.

Effective from 1 September 2022



Information for candidates Using social media and examinations/assessments



This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

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.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

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





Enterprise BTEC Exam FAQs