

CLYST VALE COMMUNITY COLLEGE

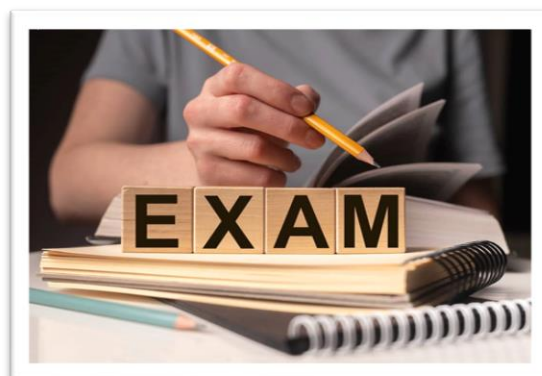
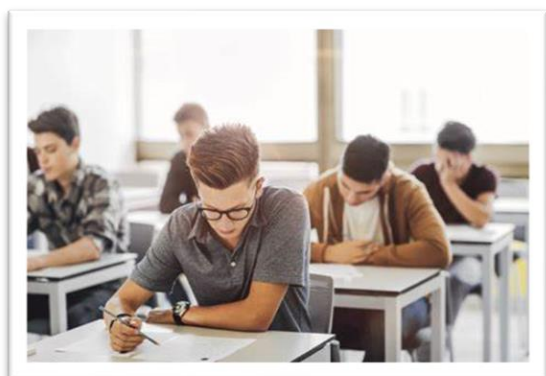
EXAM BOOKLET **Post 16 Students**



NAME:

Centre No: 54203

College Telephone No: 01392 461407



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Introduction

Clyst Vale Community College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this Handbook

- To 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 candidate's 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 they need to be made aware of

Malpractice

- 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

Social media

Things not to do on social media:

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

Research and using references

All material used for research should be fully referenced to prevent plagiarism (see below). Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.

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

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously and can lead to disqualification from a particular paper, a whole subject or an entire exam board's worth of exams for that academic year.

Plagiarism also includes using AI generated work without proper referencing and is strictly forbidden.

Personal Data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, students should read the JCQ document *Information for candidates – Privacy Notice*

Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework Assessments/Non-Examination Assessments (NEAs)

- NEAs and Coursework assessments take place at different times of the year for each subject
- Not all subjects have an NEA or coursework element
- Candidates are informed of their tasks by their teachers
- Internal deadlines are set by the school
- Work is assessed internally and a sample will be externally moderated
- Teachers will check for evidence of malpractice such as the un-referenced use of AI created content using the plagiarism checking tool Turnitin
- Candidates are informed of their centre assessed marks by their teacher or school report and have 5 days to appeal their mark before being sent to the exam board

Written Timetabled Exams

STATEMENTS OF ENTRY

In January/February you will receive a Statement of Entry. It is vital that you check this carefully. The statement shows your name, date of birth, exam number and details of the exams for which you have been entered. Please see Mrs Kilby if there are any mistakes or queries. Queries relating to tiers (Foundation/Higher) should be referred to subject teachers).

CANDIDATE NAME

Candidates are entered under the format of (**legal**) first name + middle initial + (**legal**) surname, e.g. Adam J. Smith. You **MUST** write your **legal** name on your exam papers, not your preferred name.

CANDIDATE NUMBER

Each candidate has a four-figure exam number. This is the number you enter on all your exam papers. Please learn it. If for any reason you do forget it, you will find it on your identity card on your exam desk during formal written exams.

TIMETABLES

Towards the end of the Spring term you will receive your final individual timetable. This will show you the date, time, venue and seat number for all your examinations. Please check it carefully and if something is wrong please see Mrs Kilby in the Exams Office. It is **your responsibility** to attend the **correct exams** at the **correct times** on the **correct days**.

Contingency sessions - Summer 2026

There are two planned contingency sessions for Summer 2026, these are put in place in case there is a requirement for an entire exam to be moved across the country. These contingency dates are:

- 24th June All Day

It is advisable that students are available on these dates but if students have completed their exams before the final contingency day, they do not have to be.

Timetable Clashes

- A timetable clash occurs when a student has two or more exams scheduled for the same session
- Both papers will usually be taken in the same session with a short, supervised break in between. Students must be kept under formal exam conditions throughout
- In some instances, both exams cannot be carried out in the same session, therefore the students will do one exam during the morning and one during the afternoon session with supervision in-between (no access to phones, laptops or other candidates allowed)
- If a timetable clash occurs during a mock exam period, students should liaise with Mrs Kilby to organise alternative timings

Where you will take your exams

For most exams you will sit in the same seat and venue. Please arrive **at school AT LEAST 10 minutes before the start time shown on your timetable** so that you are not in a rush before your exams.

You will be told when you are allowed in the examination room and you **MUST** sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATOR COULD MARK YOU AS ABSENT.**

You are **NOT** allowed to enter the examination room before the exam time.

Seating plans will be displayed on the wall outside the exam rooms on the day of the exams.



What time your exams will start and finish

The published starting time for all morning examinations is 9am and 1.30pm for all afternoon examinations.

If you have a timetable clash you must stay in the exam room for 1 hour after the published start time of the last paper that you are sitting that day. As these are unique to your own individual timetable, please speak to the Exams Officer to co-ordinate your clash day.

Supervision during your exams

INVIGILATORS

The college employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or read/explain the questions. **However, if a problem arises during an exam you must raise your hand and speak to an invigilator at the earliest opportunity. Do NOT wait until the exam is over when the problem cannot be rectified.**

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with appropriately under college rules. Their conduct may be reported to the Examination Board which could result in disqualification.



Exam Room Conditions

- Students will need to wait outside the exam room until they are called in by the invigilator
- Students will be under exam conditions from the minute they enter the exam room – no talking/communicating in any way with other students
- Students must listen to and follow the instructions from the invigilator at all times in the exam room
- Students must not communicate with or disturb other candidates
- The following information will be displayed in the exam room: Centre number **54203**, subject title, paper number and the date and actual start and finish times of each exam
- Students must not write anything on their exam papers until instructed to do so
- Students must not open the question paper until the examination begins
- Students must leave the exam room under the same exam conditions

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic! If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting.

You will be escorted to a designated assembly point on the tennis courts. Leave everything on your desk. **You must not attempt to communicate with anyone else during the evacuation.** When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Equipment for Examinations



WHAT TO BRING TO EXAMINATIONS

All students are required to bring the following equipment to each examination in a colourless see-through pencil case (the zip may be coloured by not the main body of the pencil case) or see-through plastic bag. **No other pencil cases are allowed.** (Glasses must be removed from their cases & the case left in your bag.)

- **At least two BLACK ink pens or Biro.** (Not gel pens, erasable pens or highlighters.) All answers in all examinations must be made using a **BLACK** ink pen or biro.
- **At least two HB pencils** (e.g. for graphs, but make sure the lines are dark enough to be picked up by a scanner).
- **Ruler.**
- **Rubber.**
- **Appropriate instruments e.g. protractors, compasses, crayons etc when necessary.**
- **Calculator** (see below).

Using Calculators



- Calculators are NOT permitted in certain exams although this will be stated clearly on the exam paper
- Where calculators are permitted, they must have a clean memory, be in 'exam mode' (where appropriate) and the lid/ cover must be removed and left outside the exam room

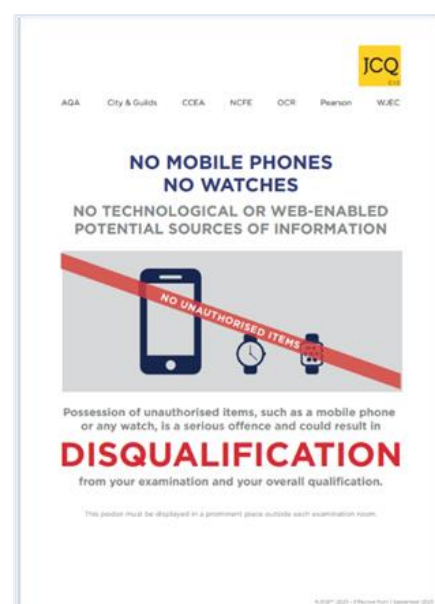
What you must not bring into the exam room

- Airpods, earphones or earbuds, iPods, smart glasses, mobile phones, watches of any sort, or any smart devices.
- Non-transparent pencil cases or water bottles
- Any Food (unless for medical reasons – **please see Mrs Kilby if you think this might affect you**)

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

You may **not** bring unauthorised materials into the examination room. When taking exams in the hall, bags, coats, calculator cases/instruction leaflets and non see-through pencil cases must be left in the changing rooms. These are locked during the exam. If your exam is in a small room, bags and coats should be left at the front of the room (but don't forget to make sure your mobile phone has been switched off).

Spell Checkers. You must not use a dictionary or computer spell checker unless this is one of your exam access arrangements.



Food and drink in exam rooms

- Plain water only in a clear plastic bottle, no writing or labels
- Food is only permitted if medically necessary e.g. for diabetes management



What to do if you arrive late for your exam

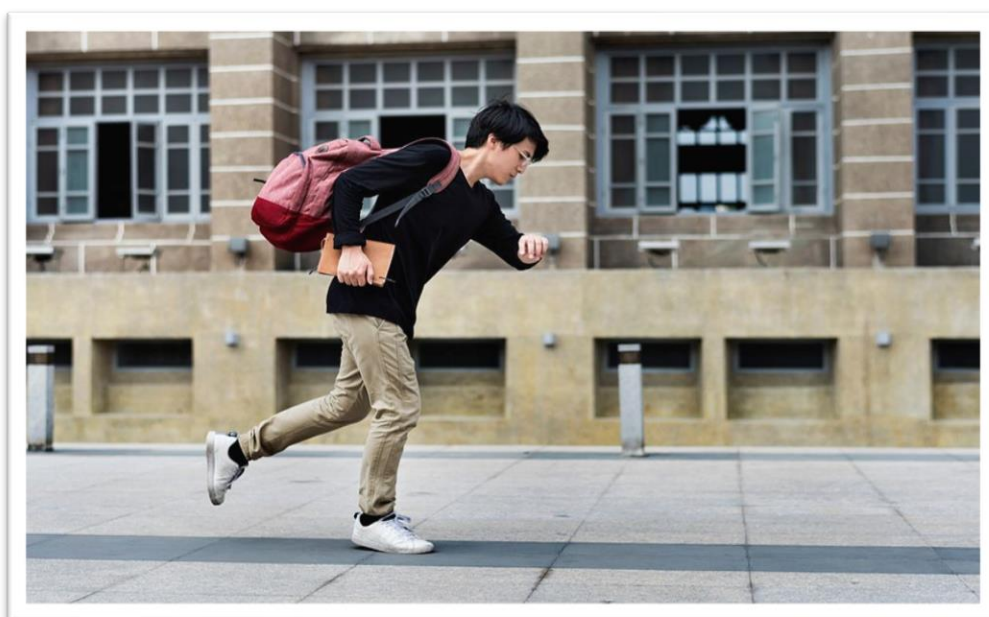
If you arrive after the examination has started **see Mrs Kilby**. Exam boards do not usually accept work done by candidates who arrive more than an hour late; less for shorter exams. Please phone Sue Voysey **01392 462697** or the college on **01392 461407** as soon as possible if you are having problems and think you will arrive late. If possible, please also email kilbya@clystvale.org as this will be received quickly by the Exams Officer.

Make plans to get to college early and take into account problems which may occur with transport etc.

If I'm late can I still sit the examination?

Provided you are not more than 1 hour late (unless the paper is less than one hour long!), it may still be possible for you to sit the examination. You should get to college as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 60 minutes after the published starting time, the college must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to college so that if you are delayed (e.g. through transport problems) you will still arrive on time.



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

NON-ATTENDANCE

If you are ill you will need a letter from a responsible adult and/or a doctor's note. Please let Sue Voysey (**01392 462697**) know as soon as possible if you are going to be late or absent for an exam so that she can inform the Exams Officer.

You may **not** sit the examinations at any times other than those shown on the timetable. If you miss more than 75% of the whole qualification (this includes controlled assessments) you will not receive an overall grade, even if you are ill.

If you are unable to attend college through illness on a day when you have an examination it is essential that an adult from home contacts college on 01392 461407 before 8.30a.m. to explain the reason for your absence. If you can, please email kilbya@clystvale.org so that the Exams Officer knows as soon as possible.

It is your responsibility to be on time, on the right day and properly prepared for your examinations.



What happens if you have an unauthorised absence from your exam

If a student is absent from an exam without any viable reason they will be marked as absent and receive zero marks for that paper

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

In the event of an emergency (such as the fire alarm sounding) during an exam, the exam clock will be stopped and students will be asked to remain seated and await specific instructions from the invigilators/ Exams Officer/ Senior member of staff

Results

- A hard copy of student provisional exam results will be made available on results day from **09:00 13th August 2026**
- Senior members of centre staff and other team staff will be available immediately after the publication of results
- If you need someone else to collect your results they must have a letter of authorisation from you, even if this is a parent.
- Uncollected results will be posted 1st class to the address held on school records to arrive as soon as possible after issue

Post-results services

- Post results services are those offered by Exam Boards if you wish to check your results; these include: Access to Scripts, Clerical Checks and Reviews of Marking
- Requests for post-results services must be made through the centre by the student (not the parent) and paid for before the exams officer can proceed
- Students will be informed of deadlines, fees and charges for these services on results days

Certificates

Certificates are usually issued by the Exam Boards around the end of October. You may collect them in person from reception from the end of November (allowing us time to check and collate them). If you cannot come into college yourself, you can write a letter of permission for someone else to collect them for you. Clyst Vale Community College is only obliged to keep certificates for a period of one year after issue but in practice keeps them for 3 years. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate exam boards. This will require proof of identity and a substantial fee per examination board. You are therefore urged to collect your certificates promptly and keep them safely.



APPENDIX: IMPORTANT DOCUMENTS TO VIEW

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2025-2026

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

JCQ Information for candidates – non-examination assessments

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

Information for candidates – non-examination assessments 2025-2026

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

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).

Information for candidates – on-screen 2025-2026

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

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2025-2026

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

JCQ Information for candidates – social media

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

Information for candidates – social media 2024

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

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that "*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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams-office/malpractice/>