

# Student Examinations Handbook

## 2024/25

**CENTRE NUMBER**  
**20037**

This handbook is reviewed and updated annually

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## INTRODUCTION

At Bournville School, we understand that sitting exams can be extremely stressful, so we aim to make the experience as straight forward as possible for each student. We try to achieve this through fairness, consistency and high levels of communication.

The awarding bodies (examinations boards) provide very prescriptive guidelines about conducting exams which all centres must follow. We expect students to comply with the information in this handbook. All students must familiarise themselves with the JCQ 'Information for Candidates' document which is available on page 16 of this handbook and on the school website.

We hope that this handbook will answer a lot of the queries that students and parents/carers might have about the examination process but, if you require any further information, please email the exams officer.

The school telephone number is: 0121 475 3881.

Remember – we are here to help.

GOOD LUCK!

## BEFORE THE EXAMINATION

### TIMETABLES

You will receive an individual timetable for external examinations showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Please check it carefully. If you think something is wrong, please see your exams officer immediately. Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or that you are moved to another room at the end of the first exam and are supervised by an invigilator until you are ready to do the next exam. You must check your individual timetable and if you see that you have two exams timetabled for the same time please see the exams officer immediately.

### EXAMINATION BOARDS

At Bournville School, the following exam boards are used:

- AQA
- OCR
- Edexcel
- Pearson Btec
- WJEC

### CANDIDATE NAME

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your statement of entry and exam timetable. Please remember this number. **Any name changes made after the GCSE's start in May could result in the previous name being printed on the certificate – any charges as a result of this will be passed onto the parent/carer.**

### CANDIDATE NUMBER

Each candidate has a four-digit candidate number which will appear on the Statement of Entry, and which must be written on all examination scripts.

### FOOD AND DRINK

Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Chewing gum is not permitted in school and should not be brought into an exam.

Water is permitted in the examination room, but **must it be in a clear bottle** with the label removed.

### EQUIPMENT

You will be provided with the following equipment: -

- 1 Black pen
- 1 Pencil
- Ruler
- Eraser
- Pencil sharpener
- Maths set

- Calculator when required
- All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the invigilators. Pens should be black ink or ballpoint. No erasers or correction pens are allowed.
- Calculators – in any examinations in which calculators are needed, these will be provided for you as they will conform to the examination regulations.

## **Unauthorised materials**

### **Arrangements for unauthorised materials taken into the exam room**

***“Possession of a Mobile phone or any other unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification”***

- Mobile phones, watches, iPOD, MP3/4 players and any other electrical device, candidates are asked to switch off and store in your bag or hand to invigilators before they enter the exam room
- Invigilators collect unauthorised items which are placed in a plastic see-through bag and the candidates name is written on a label and placed on the front of the wallet.
- In each venue there will be a designated area for candidates to put their personal belongings, staff will instruct candidates before they enter the exam room where to place them.

## **DURING THE EXAMINATION**

### **EXAMINATION REGULATIONS**

Copies of the following JCQ notices can be found on the school website

- Information for Candidates - Coursework
- Information for Candidates - Non-Examination Assessment
- Information for Candidates – On Screen-Tests
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates - Written Examinations
- Warning to Candidates
- No Mobile Phones poster

It is important that parents, carers and students read and understand the regulations as any breach of these rules could result in a student being disqualified from examinations. Bournville school must report every breach of the regulations to the examination boards involved. Full details of malpractice and sanctions can be found at [Malpractice - JCQ Joint Council for Qualifications](#)

The **‘Warning to Candidates’** and **‘No Mobile Phones Poster’** are displayed outside each examination venue.

## ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 30 minutes prior to the start time of their examination.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer. Full School Uniform must be worn by all students attending school for examinations.

## INVIGILATORS

Bournville School employs invigilators to conduct the examinations and ensures that they are trained to a high standard. All students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. Their responsibilities involve:

- Ensuring all students enter and leave the exam room under examination conditions
- Distributing and collecting the examination papers
- Informing students when to start and finish the examination
- Handing out any additional materials that are required
- Dealing with any problems that occur during the examination, for example if a student is feeling ill

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and may be prohibited from sitting any further examinations.

## CONDUCT IN THE EXAM

Once the student enters the exam room they are expected to follow exam conditions which are clearly set out by the exam awarding body JCQ:

- No talking to fellow students
- Hand in any unauthorised equipment to invigilator
- Place bag where instructed to
- Once seated face the front of the room
- No turning around, using facial gestures or smiling to fellow students as this will be seen as communication and could result in disqualification from the examination and all further examinations taken by that exam board
- No looking at the students paper next to you

## ABSENCE FROM EXAMINATIONS

If a student is unable to attend an exam, the Attendance Officer must be informed as soon as possible. Bournville school may invoice parents/carers if a student fails to attend an exam without appropriate medical documentation. The approximate fee per exam is **£45**. Please note that misreading the timetable is not a valid reason for absence or lateness.

In very exceptional circumstances, special consideration can be applied for absence from an exam due to a medical reason. Evidence (e.g. a note from hospital/discharge certificate) must be

provided to the Exams Officer as soon as possible in order for the application to be made. Students must have completed at least 50% of the total course in order for special consideration to be considered by the exam board. This includes coursework units.

## **BAD WEATHER PROCEDURE**

As you know, the weather can be very unpredictable. To avoid any possible confusion as to whether an exam will take place in the event of bad weather we would like to remind you of the procedures.

The only occasion where an external examination will not take place is if the school is deemed unsafe by the School Management Team. Please note exams may take place even when the school is closed for normal lessons to other students.

Information about this will be given on local radio stations early in the morning on the day of the exams. If you have any doubt tune into local radio stations, as early as possible on the day in question but you should assume that exams will take place unless it is announced or you receive a text via parent call that states exams have been cancelled.

## **AFTER THE EXAMINATION**

### **NOTIFICATION OF RESULTS**

- The dates and times for collection of results will be available on the school website.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before the last day of term prior to results day.
- If you wish for your results to be posted to your home address then you will need to provide an A4, stamped, self-addressed envelope to the Examinations Officer before the last day of term prior to results day.
- No results will be given out by telephone under any circumstances.

### **POST RESULTS SERVICES**

Post results services give candidates the opportunity to request a copy of an exam script back (Access to Scripts) or to request a review of marking (Review of Results).

Students need to be aware that, if they decide to progress with a review of results, there are three possible outcomes:

- The original mark is lowered, so the final grade may be lower than the original grade received.
- The original mark is confirmed as correct, and there is no change to the grade.
- The original mark is raised, so the final grade may be higher than the original grade received.

In order for school to request post results services, the relevant form must be completed. You can request this form from the exams officer. Please note there are strict deadlines to submit these applications to the examination boards. A fee will be charged for this service which will be refunded if the grade for the unit improves.

To appeal against the outcome of a review of marking, please read the school's internal appeals procedure, available on the website.

### **PRESENTATION OF CERTIFICATES**

Certificates are issued by the examination boards to school in November. Students can collect their certificates from December onwards from Reception. School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they are stolen or destroyed through fire or flood) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safe.



## **APPENDIX A: FREQUENTLY ASKED QUESTIONS**

### WHAT DO I DO IF I THINK I HAVE THE WRONG PAPER?

It is your responsibility to check that you have the correct paper before the examination starts. If you think you have the wrong paper or tier, put your hand up immediately and advise the invigilator. You will be reminded of this in the announcement before each exam.

### WHAT IS AN APPEAL FOR SPECIAL CONSIDERATION?

Special Consideration is an appeal to the examination board for an adjustment to marks if a candidate is disadvantaged at the time of their examination because of illness, bereavement or other similar distressing occurrences. If the candidate is ill, a current medical note is required.

If you feel that you have been disadvantaged during an exam, please inform an invigilator as a record must be kept of the incident.

### IF I AM LATE, CAN I STILL SIT THE EXAMINATION?

Students will be permitted to sit the examination at the discretion of the school. However, if the student is more than one hour late then this is considered very late and it is possible that the exam board may decide not to accept their work. Please refer to JCQ Instructions for Conducting Examinations for further details with regards to this policy.

### IF I MISS AN EXAMINATION, CAN I TAKE IT ON ANOTHER DAY?

No. Timetables are regulated by the examination boards, and you must attend on the specified date and time.

### WHAT HAPPENS IF I TAKE A MOBILE PHONE, DATA STORAGE WATCH, IPOD OR EARPHONES INTO THE EXAMINATION ROOM?

At the beginning of an examination, the invigilators will ask you to hand in any unauthorised items. If you are found to have a mobile phone, IPOD, MP3/4 players or data storage watch in your possession even if they have been turned off, the school has no choice but to report the incident to the examination board. Without exception, student will be disqualified from the examination paper.

### WHAT DO I DO IF THE FIRE ALARM SOUNDS?

The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation. If this does happen, the examination board will be contacted, and special consideration will be applied for.

### CAN I GO TO THE TOILET DURING THE EXAMINATION?

Only if it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time. Toilet breaks are not permitted in the last 15 minutes of an examination unless you have a medical need. Evidence should be submitted to the Exams Officer prior to the examination series.

### WHAT TO DO IF I WANT TO APPEAL AN INTERNALLY ASSESSED GRADE?

Contact the exams officer for a copy of the Internal Appeals Procedures

## **Appendix B:**

**Information for candidates: - coursework assessments**

[IFC-Coursework Assessments 2024 FINAL.pdf](#)

## **Appendix C:**

### **Information for candidates: non-examination assessments**

[IFC-NE Assessments 2024 FINAL.pdf](#)

## Appendix D

### Information for candidates – Privacy Notice



#### Information for Candidates

##### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

##### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive 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. This information is provided by you or your parents/guardians and/or by your school or examination centre.

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.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **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.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

## **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the 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/>.

## **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## Appendix E:

**For on-screen tests – effective from 1 September 2023**

[IFC-On-Screen Examinations 2024 FINAL.pdf](#)

## **Appendix F**


**For written examinations – effective from 1 September 2024**

[Information for candidates documents - JCQ Joint Council for Qualifications](#)



## Appendix G:

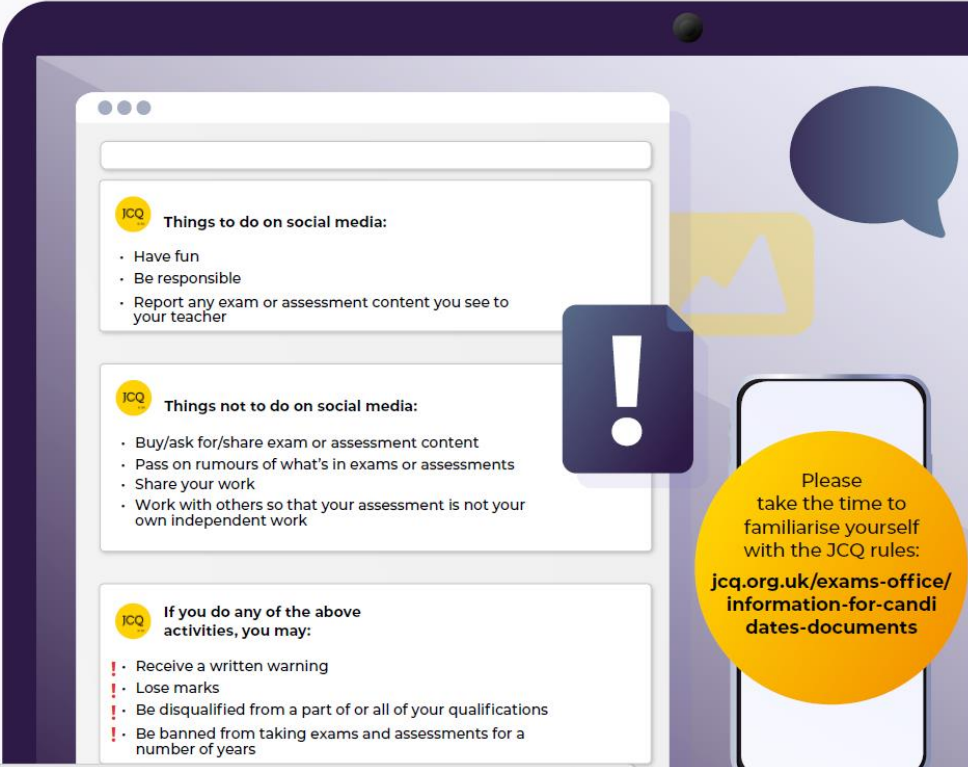

### Information for candidates - Using social media - [JCQ Social Media Infographic v4](#)



# Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



#### Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

#### 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 assessment is not your own independent work

#### If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

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

[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## Appendix H:

JCQ: Warning to Candidates - [Warning-to-candidates-poster 2024 5.pdf](#)

### Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.**

## Appendix I:

JCQ: No Mobile Phone Poster – no unauthorised items  
[2022 Unauthorised-Items-poster live text September22](#)



AQA

City & Guilds

CCEA

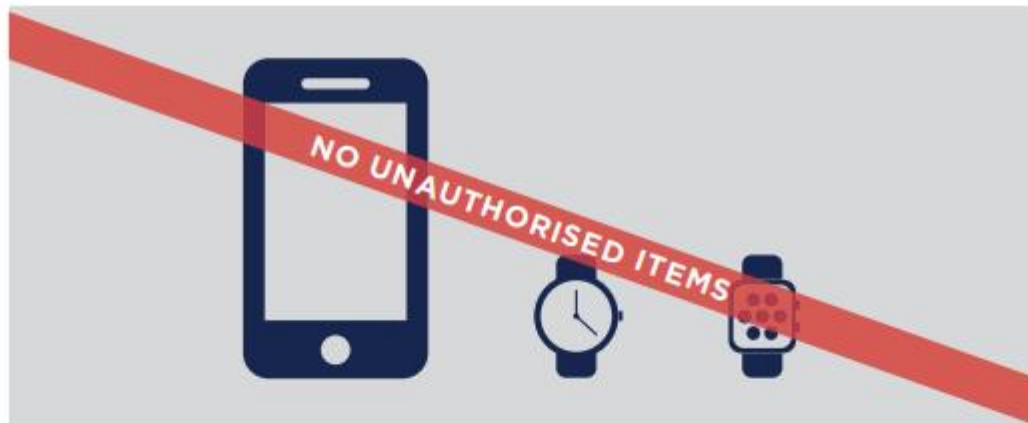
OCR

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.