

reigate•college

Candidate Exam Handbook
2023/24

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Introduction

Reigate 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 ensure candidates are provided with all relevant information about their exams and assessments in advance of them taking place.
- To inform candidates about malpractice in examinations and assessments
- To inform candidates about the use of their personal data and copyright
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams and assessments being taken
- To answer questions candidates may have.
- To signpost candidates and parents and guardians to any exams-related policies and 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

Further information can be found in [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Further guidance can be found under [Information for candidates – social media](#)

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](#)

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

Please refer to the [General Regulation](#) section 6

Coursework assessments/non-examination assessments

Students will be informed by their teachers when assessment are taking place and relevant deadlines for completion.

Students undertaking an NEA will be notified of the mark before it is submitted for moderation. The process for reviews of marking can be found in the complaints and appeals section of this handbook.

Relevant JCQ information for candidates documents can be found [Information for candidates documents](#)

Below is a summary of the things you **MUST** and **MUST NOT** do when undertaking non-examined assessments, coursework and internally assessed work that forms part of your qualification.

For full details, please see https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-NE_Assessments_2021_v4.pdf

1. **Your work MUST be your own.**

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations. If there is anything that you do not understand, you **must** ask your teacher.

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.

When producing a piece of work, 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 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. 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.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must** independently draw your own conclusions from the data.

2. **You must meet the deadlines that your teacher gives you.**

3. **You must keep your work safe**

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must** always keep your work 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. Collect all copies from the printer and destroy those you do not need.

4. **You must not write inappropriate, offensive or obscene material.**

5. **The use of AI**

If you misuse AI it is considered malpractice and may attract severe sanctions.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
 - Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Where AI tools have been used as a source of information, your acknowledgement **must** show the name of the AI source used and should show the date the content was generated.

For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.

6. Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

Written timetabled exams

Students will have their exam timetable published on the portal. This will originally show the date and time of the exam, and nearer to the date, the venue and seat number. Any issues with your timetable must be notified to exams@reigate.ac.uk

On the day of the exam candidates must check the personal details on their exam desk are correct. If the information is not correct, students should raise their hand and inform an Invigilator immediately.



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 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



What you cannot take into exams:

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



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.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, 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 2023

On-screen tests

In a small number of courses, students may sit on-screen tests, please review [Information for candidates – on-screen tests](#)

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

Students with a clash of exams will be contacted separately by the exams team to organise the details of how the clash will be managed. This will show on the exams timetable on the portal as 'clash'. This may involve students being supervised during a lunch break.

Where you will take your exams

Most exams will take place in the Sports Hall or another large venue. Where appropriate due to specialist equipment requirements, exams and assessments may take place in classrooms.

What time your exams will start and finish

- Exam and assessments generally start at 9:00 (AM) and 13:30 (PM)
- Students are expected to remain in the examination venue for the full time of the exam or assessment

Supervision during your exams

- Exams are supervised by a team of invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam room conditions

The night before the exam it is good practice to check and reconfirm the start time, venue and seat number for the assessment.

Students are advised to arrive to the exam venue at least 30 minutes before the scheduled start of their exam.

Students will be advised by their teachers the location of a room to leave their bags prior to the exam.

A seating plan will be displayed outside of the venue

Candidates will be invited into the venue once the Invigilator team are ready, students are reminded that they are under exam conditions once they enter the room and until you are given permission to leave by the invigilator.

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

In the exam room the following will be displayed (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

Any relevant information regarding the use of additional answer sheets/answer books etc.

Candidates must not open the question paper until the examination begins

Further guidance can be found [here ICE 19](#) and [here ICE 23](#)

How your identity is confirmed in the exam room

Students must bring their Student ID card to the exam to verify their identity.

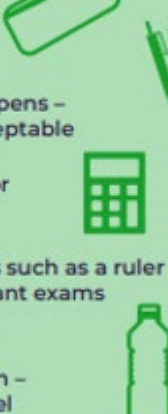
Students' photos will also be displayed on each exam desk

Invigilators will check the identity of any candidates they suspect do not match the photo

Refer to [ICE 16](#)


What equipment you need to bring to your exams

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
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What you should not bring into the exam room

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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In addition, you must not take AirPods or earphones/earbuds into the exam room.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

What you should wear for your exams

We would suggest that students wear comfortable clothes, including layers to regulate their body temperature.

No hats or head coverings are allowed, other than for religious or medical grounds. Students may be required to show their ears by an invigilator to check for earpieces.

Where your personal belongings will be stored during your exam

You will be notified by your teacher prior to your exams of where to store your bag. This is likely to be in one of the classrooms within the department.

What to do if you arrive late for your exam

If students think they will be late for the start of the exam they must email exams@reigate.ac.uk before the start of the exam.

If a student arrives late (up to 1 hour after the published start time) for an exam they may be permitted to complete the exam. They should attend the venue and speak to the Lead Invigilator.

If a student arrives more than 1 hour after the published start time, students should report to reception, and they will be met by a member of the Exams Team. It is highly unlikely they will be able to sit the exam without extenuating circumstances

Refer to [ICE23-24-Sept23revision_FINAL.pdf \(jcq.org.uk\)](#)

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

If you are unwell on the day of the exam and are unable to attend then either you or your parent/guardian should email exams@reigate.ac.uk

Students must then log a Special Consideration request on the College Portal

If a student is unwell and decides to complete the exam, after the exam they would need to complete a Special Consideration request on the College Portal.

Student will be required to provide evidence in the form of medical records or a doctor's note.

What happens if you have an unauthorised absence from your exam

Students that do not attend an exam with good reason may be charged the exam entry fee in line with the Colleges Charging and Remission Policy

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

In the event of an emergency, Invigilators will guide students as to what they must do.

Candidates with access arrangements/reasonable adjustments

EAs are designed for candidates with the required knowledge, understanding and skills, who are unable to demonstrate these in an assessment in its normal format due to a difficulty or disability. These will be assessed by a member of the Learning Support Team, full details can be found in the Exams Access Arrangements Policy.

Students will be able to view the EAA on the college portal prior to their exams taking place.

EAA will be included on the exam desk slips, students should report on an invigilator if they believe they should be receiving an EAA.

Results

Students will be issued with results of exams and external assessments to their college email and available on the college portal on the published results day for the exam series.

Post-results services

Details for Access to Scripts, Reviews of Results and Appeals Procedures can be found on the college website [Reigate College - Post Results Service](#)

Certificates

Student will be invited to collect their exam certificates in the Autumn of 2024.

Internal appeals procedure

Reigate College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Reigate College will inform candidates that they may request copies of materials (to include a copy of the mark scheme and specification) to assist them in considering whether to request a review of the centre's marking of the assessment.

Reigate College will, having received a request for copies of materials, promptly make them available to the candidate.

The candidate will have 5 working days (apart from Art based courses) to review copies of materials and reach a decision.

Requests for reviews of marking **must** be made in writing to the Principal's PA

Reigate College will allow 5 working days (apart from Art based courses) 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.

Reigate College 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.

Reigate College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

The candidate will be informed in writing of the outcome of the review of the centre's marking by the Principal's PA.

The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint by the Principal's PA. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Reigate College and is not covered by this procedure.

Refer to [GR](#)

Complaints and appeals procedure

Details of the colleges complaints and appeal process can be found on the college website www.reigate.ac.uk

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 2023-24

https://www.jcq.org.uk/wp-content/uploads/2023/08/Coursework_ICC_23-24_FINAL.pdf

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 2023-24

https://www.jcq.org.uk/wp-content/uploads/2023/08/Instructions_NEA_23-24_FINAL.pdf

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 2023-24

https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2023-24

https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf

JCQ Information for candidates – Privacy Notice

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

Information for candidates – Privacy Notice 2022-2023

<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

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