



Candidate exam handbook

2022/23

Centre Number 37526

Produced/reviewed by	
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GCSE Exams – May/June 2023

Very soon we will be entering you for your qualifications in the Summer 2023 GCSE examination series. These could be in the form of a written examination or a controlled/non-examination assessment.

You will shortly receive your individual timetable with your entry details, along with times and dates of the summer examinations. **It is essential that all personal details are checked thoroughly** to ensure that the information is correct. You must check that all names are spelled correctly (as it is printed on birth certificate or change of name deed), and that the date of birth is correct. If any of this information is incorrect, you must inform the exams office in writing as soon as possible, with any evidence (such as a passport or birth certificate). Your details are then sent to the awarding bodies and are used to produce final certificates. Please be aware that you may be required to pay charges from the awarding bodies for amendments to certificates after they have been issued. You must also check that you agree with subject entries and tiers. If you are unsure or do not agree you must speak to the Leader of Learning in that subject.

You will require the correct equipment for each exam. This is usually a **black pen (no gel pens), pencil, ruler, rubber and calculator in a clear pencil case**. However, you should also check with subject teachers about specific requirements and make sure you have what is needed.

Exams can last for up to two hours and you will need to be at your exam room in good time in order to find your seat and ensure you are prepared for the exam. You will be in normal lessons when not in an exam and you are expected to **wear full school uniform at all times**.

I have included in this booklet links of some JCQ documents which explain the rules and expectations of candidates whilst attending written examinations or submitting controlled assessments. I ask that you carefully read through these documents and understand the importance of the information given.

The number of absences for examinations is always very low. Please be aware that if a candidate is absent for an external examination without an acceptable reason, parents/carers may be required to pay the entry fee for the missed examination(s). **Please note that due to changes in assessment rules there are no opportunities to re-sit missed exams.**

I hope that with our support at school, you will find the exam process a positive experience, and achieve to the best of your potential.

Yours sincerely,

Julie Donnelly
Associate Deputy Headteacher

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Introduction

Royds Hall Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

This handbook aims to advise you on the information you need to know about your examinations. The exam boards have very strict rules and regulations which must be followed for the conduct of examinations and Royds Hall Academy is required to follow them precisely.

Contact details

The school telephone number is: 01484 4633366

Email for the Exams officer: royds.exams@sharemat.co.uk

Examinations Officer: Miss A Booth

Head of Centre: Mrs. J Carr

SENCO: Mr. N Inman

Examination Boards

Royds Hall uses the following exam boards:

- OCR - <https://ocr.org.uk/>
- AQA - <https://www.aqa.org.uk/>
- Pearson/Edexcel - <https://qualifications.pearson.com/en/home.html>
- WJEC - [Welcome to the WJEC homepage](#)

Dates

The main summer exam series runs from Monday 15th May – Friday 23rd June.

Summer 2023

- 15th May 2023
- Contingency Days – Thursday 8th June, Thursday 15th June (afternoons only) and Wednesday 28th June (All day)
- GCSE results - Thursday 24th August

In advance of your Examinations

Statement of Entry:

- Please check that you have been entered for the correct exams and correct Tier (Maths & MFL)
- You must check that your personal details are correct so that the correct details appear on your certificates (date of birth, spelling of names)
- It is a requirement that your registered legal name be used
- Contact the Exams Officer if anything needs correcting as soon as possible

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination, you cannot take that paper at another time. Your timetable is your proof that you have been entered for an exam. If you notice any errors, please contact the Exams Officer immediately.

Unless notified otherwise:

- Morning exams start at 8.40am
- Afternoon exams start at 1.00pm

Examination Clashes

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

The Exams Officer will have already identified this and will be planning how to resolve the clash for you. Typical arrangements will be:

- False clash – where the boards schedule two papers in the same subject to be taken together – for example MFL Listening and Reading, Religious Studies.
- Back to Back Clash – where there are two different subjects scheduled at the same time with a total time of up to three hours. These will be held in the same session.
- Session change – where there are two different subjects and the total time is greater than three hours one subject may be moved to the other session on the same day

You will receive written notification of the arrangements and you may be asked to make an appointment to see the Exams Officer to discuss.

Non-Examination Assessment

NEA's are assessments which take place outside of the written examination series

They include:

- Language Orals
- Practical units: Food, Design and Technology Art
- Performance: Performing Arts, Sport

Royds Hall Academy will notify you of your examination entries and the dates and times of your examinations/assessments. You will be told if your work will be marked by your teacher or by the exam board. If your teacher has marked your work, you have the right to request a breakdown of the marks and to appeal the mark given if you feel that the specification assessment criteria has not been applied fairly. You will be given a schedule of the deadlines for enquires and who to address your questions to.

Examination Days

Equipment

You will be provided with a pencil case in the examination room containing a black pen, pencil, rubber and ruler. If you wish to bring your own equipment, please ensure that the pencil is clear and transparent with no writing.

You will be able to borrow the below equipment but we encourage you to bring your own to the exam.

- Compasses
- Protractor
- Calculator (without the lid)

Pens should be black ballpoint or ink pen. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are NOT allowed. Highlighters **MUST NOT** be used in your answers but may be used on question papers.

Calculators

Check with your teacher well in advance of the examination date that yours conforms to regulations. Calculators with a memory function should be cleared before entering the exam room.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

Malpractice

You are encouraged to read the 'Information for candidates' which is shown the end of this handbook. Please note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the exam board.

JCQ provides information regarding what constitutes malpractice, the following is not an exhaustive list and other instances of malpractice may be identified and considered by the awarding bodies at their discretion:

- 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
- disruptive behavior in the examination room or during an assessment session (including the use of offensive language)

Items in the Exam room

Food and Drink

No food is to be taken into the exam room unless prior arrangements have been made. Water bottles are permitted and **MUST** be clear / transparent and have a spill proof lid. There must be no labelling or writing on the bottle.

Medication

This should be clearly labelled with your name and candidate number and handed to the invigilator before the start of the exam

Attendance at Examinations

You are responsible for checking your timetable and arriving at school on the day and at the correct time

- You must be wearing full uniform
- You must have the correct equipment
- You must arrive 10 minutes prior to the start of the exam and register in the normal location (Dining Hall). Line up and wait until you are invited to enter the exam room.

Late arrivals

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 up to the discretion of the Head of Centre. If you are permitted to sit the examination, then the exam board will be informed and they will decide whether to accept the script.

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.

If you are likely to be late you must:

1. Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival.
2. If you arrive before the scheduled start time of the examination go immediately to the Examination Room.
3. If you arrive at, or after the scheduled start time of the examination please wait in reception and you will

be met and escorted to the examination room. If you are travelling with parents/carers, please ask them to stay with you until you are met. Please do not use your mobile phone after the scheduled start time for the examination.

In the examination room

- You must enter the examination room in silence.
- Do not write **anything** on your examination paper until instructed to do so.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper, and tier of entry
- Read all instructions carefully
- If a subject has a choice of questions, ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- Your registered legal name must be used on your examination papers.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so stop writing immediately.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room/building.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working. Please be aware that other rooms may be in use and be silent.

Exam room

Where you will sit in the exam room

At least 1 week before your examination you will be provided with a label for your planner stating room and seat number. A copy of the seating plan will also be available to view from the Head of Year.

This seating plan is subject to change so it is important that you check your seat number and room on the morning of your exam.

Where your personal belongings will be stored during your exam

Bags, coats, unauthorised materials including switched off mobile phones should be stored in your locker.

What happens if you become ill during the exam or need to leave the room

Toilet breaks are **not** permitted so please ensure you go before you enter the room.

If you feel unwell during the exam, raise your hand and an Invigilator will help. If you need to leave the room, you will be escorted by the Invigilator. You will receive the full time when you return to the room.

Candidate Absence

If you are unable to attend an exam it is essential you telephone the school first thing in the morning. Please press 1 to report your absence.

You must provide the Exams Officer with a note from your doctor detailing the reason for non- attendance as there may be an opportunity to apply for special consideration to the exam board. It may be possible for the exam board to consider all marks achieved and will sometimes enable them to adjust the mark and grade accordingly.

If you feel you are still able to attend but are not feeling 100% then we can assess the situation and move you to a different seating location. It is always better to attempt the exam if you can.

Results

Results Day

Results Day this year is on Thursday 24th August 2023. The school will be open from 10am until 12 noon to collect results. If you would like someone else to collect results on your behalf, please fill in the form below, and hand it in to the Exams Office. Alternatively, if you would like your results posted home, please fill in the form below and provide a stamped address envelope (a small envelope is fine). Please note that if posted, you will not receive your results until after the date above.

Certificates

Certificates arrive in the Autumn Term after results have been issued. These are handed out at the KS4 Awards Evening, usually in November or December (date to be confirmed). Exam boards state that certificates may be destroyed after one year. We would therefore advise that if you are unable to attend the Awards Evening, you should collect your certificates as soon as possible after Awards Evening. These must be collected in person from Main Reception. We are unable to post certificates home.

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REPLY SLIP – Please return to Miss J Donnelly or Mr. A Douglas

Name of Student _____ Form _____

Year _____ Candidate Number _____

I will be unable to collect my results on Results Day (*please tick below as appropriate*):

☐ I would like _____ (*name*) to collect my results on my behalf.

☐ I would like my results to be posted home. I have attached a stamped addressed envelope.

Signed: _____ (*student*) Date _____

Exam Timetable May/June 2023

	AM (8:40am unless stated)		PM (1pm unless stated)	
DATE	EXAM	LENGTH	EXAM	LENGTH
Dates TBC	French – Speaking – 8658/SF 8658/SH			
	Spanish – Speaking – 8698/SF 8698/SH			
	MFL Extra-curricular – Speaking – Arabic (1AA0/2H), Polish (8688/SH)			
	Performing Arts – Responding to a Brief – 21123K			3hrs

Tuesday 9th May			Mathematics – Entry Level – 6300QCL-1	1 hr
Wednesday 10 th May	Algebra – AAL20 01 AAL30 01 English Entry Level – 6700QCL-1	1 hr 30 mins 2 hrs 1 hr		

Monday 15 th May	Religious Studies – Paper 1 - 8062	1 hr 45 mins		
Tuesday 16 th May	Biology – Separate - Paper 1 – 8461/1F 8461/H Biology – Trilogy – Paper 1 – 8464/B/1F 8464/B/1H	1 hr 45 mins 1 hr 45 mins 1 hr 15 mins 1 hr 15 mins		
Wednesday 17 th May	English Literature – Paper 1 – 8702/1 – Shakespeare and the 19 th century novel	1 hr 45 mins	Sports Studies – R051	1 hr
Thursday 18 th May	History – Paper 1 - Medicine in Britain 1H10 11	1 hr 15 mins	Film Studies Component 1 – C670U10-1 Arabic - Listening – 1AA0 1H Reading – 1AA0 3H	1 hr 30 mins 45 mins 1 hr 5 mins

Friday 19 th May	Mathematics – Paper 1 (non calc) – 1MA1 1F 1MA1 1 H	1 hr 30 mins 1 hr 30 mins	Computer Science – Paper 1 (Computer Systems)– J277/01 Health & Social Care – 21117C	1 hr 30 mins 2 hrs
Monday 22 nd May	Chemistry – Separate – Paper 1 – 8462/1F 8462/1H Chemistry – Trilogy – Paper 1 – 8464/C/1F 8464/C/1H	1 hr 45 mins 1 hr 45 mins 1 hr 15 mins 1 hr 15 mins	Geography – Paper 1 – 8035/1	1 hr 30 mins
Tuesday 23 rd May	French – Listening – 8658/LF Listening – 8658/LH Reading – 8658/RF Reading – 8658/RH	35 mins 45 mins 45 mins 1 hr	Religious Studies – Paper 2 - 8062	1 hr 45 mins
Wednesday 24 th May	English Literature – Paper 2 – 8702/2 – Modern texts and poetry	2 hrs 15 mins		
Thursday 25 th May	Physics – Separate – Paper 1 – 8463/1F 8463/1H Physics – Trilogy – Paper 1 – 8464/P/1F 8464/P/1H	1 hr 45 mins 1 hr 45 mins 1 hr 15 mins 1 hr 15 mins	Computer Science – Paper 2 (Computational thinking, algorithms and programming) – J277/02 Child Development – RO18	1 hr 30 mins 1 hr 15 mins

Friday 26 th May	Film Studies Component 2 – C670U20-1	1 hr 30 mins		
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HALF TERM				
Monday 5 th June	English Language Component 1 – C700U10-1	1 hr 45 mins	French – Writing – 8658/WF Writing – 8658/WH	1 hr 1 hr 15 mins
Tuesday 6 th June	Spanish – Listening – 8698/LF 8698/LH Reading – 8698/RF 8698/RH Arabic – Writing – 1AA0 4H	35 mins 45 mins 45 mins 1 hr 1 hr 25 mins		
Wednesday 7 th June	Mathematics – Paper 2 (Calc) – 1MA1 2F 1MA1 2H	1 hr 30 mins 1 hr 30 mins	History – Paper 2 – 1H10 2M – British Depth Study & Period Study	1 hr 45 mins

Monday 26 th June				
Tuesday 27 th June				
Wednesday 28 th June	CONTINGENCY DAY – All students must be available until (and including) this date for any examinations that may be rearranged			

Appendices

Appendix 1

Information for candidates for written examinations

To access the online copy, click [here](#)

Appendix 2

Warning to Candidates Poster

To access the online copy, click [here](#)

Appendix 3

Unauthorised items Poster

To access the online copy, click [here](#)

Appendix 4

Social media plagiarism

To access the online copy, click [here](#)

The difference
between who
you are &
who you
want to be,
is what you do.

