








**MAIDEN ERLEGH**

**SCHOOL**

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# Public Examinations

## Candidate Handbook

Centre Number: 51603

|                      |               |
|----------------------|---------------|
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## 1. Introduction

This handbook is for all students - candidates - entered for qualifications at Maiden Erlegh School, and their parents, including external candidates.

It is the school's aim that every candidate is given a consistent, fair opportunity to complete examinations and assessments to the best of their ability.

There are strict rules and regulations for examinations most of which are set by the Joint Council for Qualifications (JCQ) on behalf of the awarding bodies (exams boards). The school also has its own rules. This handbook sets out the main points and **signposts JCQ Information for Candidates** that should be read.

Candidates must comply with the rules and regulations at all times or risk being penalised by the awarding bodies whose penalties include loss of marks and disqualification.

In the case of discrepancies between this handbook and current JCQ Information for Candidates, it is the latter that is correct.

A copy of this handbook, and links to JCQ's Information for Candidates are available on the school website: [www.maidenerleghschool.co.uk/students/examinations/Information for Candidates](http://www.maidenerleghschool.co.uk/students/examinations/Information%20for%20Candidates)

***It is each candidate's responsibility to read and understand the rules and regulations prior to examinations. Queries should be directed to the relevant head of year, head of key stage or exams officers.***

## 2. Contacts

- School reception, 0118 926 2467
- Exams officer – Ms A Came; Deputy – Mr S Tang
- Head of key stage 4 - Mr P Gillett
- Head of key stage 5 – Miss A Cheshire
- Senior Deputy Head – Mrs A Morgan

[www.maidenerleghschool.co.uk/students/Examinations](http://www.maidenerleghschool.co.uk/students/Examinations)

## 3. Contingency Days

**6 June (PM), 13 June (PM), 26 June (AM & PM) 2024**

The awarding bodies have designated these as contingency days.

In the event of local or national disruption to exams, the awarding bodies may decide to move disrupted exams to these dates.

Therefore, until they have completed all their exams, candidates must remain available on these dates as well as the dates on their individual candidate timetable.

#### 4. Candidates must...Candidates must not...

**Candidates are under formal examination conditions, and subject to the rules and regulations, from the moment they enter the exam room until the point at which their exam has ended and they have left the exam room. In particular,**

##### Candidates **must**:

- Arrive in the right place at the right time for each exam
- Follow the instructions of the invigilator(s)
- Bring to the exam desk **only** the permitted equipment for each exam. **[See section 13 ]**
- Use a wholly clear pencil case – no writing, patterns, colours or logos of any sort
- Have empty pockets.
- Check your calculator conforms with the rules and leave lid/case in their bag
- Hand-in to an invigilator, *without penalty before the exam starts*, all unauthorised items not already in their bag placed where instructed by the invigilator
- Write in black ink only, but not a gel pen. Diagrams may be drawn in pencil
- Use your legal name and 4-digit candidate/exam number as shown on your individual candidate timetable
- Cross through anything not to be marked
- Stop writing/working and put down pens/equipment **immediately** the invigilator ends the exam
- Place any additional answer sheets used **inside** your answer booklet, **in question number order**
- Remain seated and silent after the exam has finished and under exam conditions until you are dismissed by the invigilator and you have left the exam room

##### Candidates **must not**:

- Bring the full contents of their school, pencil case  
No - glue sticks, correcting fluid/tape, crayons, coloured pencils, Post-It notes, scissors, paper, lip balm, make-up, mascot, container for pencil shavings, handkerchief, tissues\* etc. etc.
- Have wrappers or labels on anything – remove wrapper from eraser, water bottle, pencil case etc.
- Have writing, doodles, henna marks etc. on your body
- Have access (on your person or nearby) to any unauthorised items, i.e. those not listed in the specification or on the question paper
- Have a mobile phone – it must be **powered-off** and in your bag
- Have a watch of any type – it must be in your bag
- Use gel pens or highlighters in answers. Candidates may highlight parts of *questions* only
- Write anything on the question paper or open it until instructed to do so
- Leave the exam room unescorted during the exam
- Leave the exam room until the exam is ended and you are dismissed
- Communicate in any way with other candidates; this includes looks and gestures
- Disturb other candidates, e.g., by tapping, clicking or whistling
- Copy or attempt to copy from other candidates
- Write on or deface examination desks or chairs.
- Remove any exams materials from the exam room, whether used or unused, e.g., question paper, answer booklet, additional answer sheets, provided texts or data booklets etc.

*\*Tissues will be available on request from a box in each exam room.*

## 5. Candidate Details

### **Candidate Name**

Candidates are entered for exams using legal names and only these must be used on examination documents.

### **Exams Candidate Number and Centre number**

Each candidate is issued with a four-digit exams candidate number and is included on your individual candidate timetable. Note that it may not be the same number as used in your school email.

BTEC exams use a different number - a learner number – and this will be issued to you in the exam room.

The school's examination centre number is **51603**.

These two numbers are required on all examination or assessment papers. You should learn them both.

### **Unique Candidate Identifier (UCI), Unique Learner Number (ULN)**

In addition to a candidate number, each candidate will have a UCI (12 numbers and 1 letter) and a ULN (10 digits).

These numbers are for administrative purposes and it is not necessary for candidates to remember them.

## 6. Entries and Individual Candidate Timetable

### **Entries**

Subject specification and candidate tier of entry, if relevant, will be decided by the head of department. A list of current subjects and awarding bodies is available on the school website examination pages.

### **'Private' entries**

Students who wish to sit exams in subjects not studied or taught here, for example an additional language spoken at home, may be allowed to do so.

We occasionally accept requests for resit entries from former students wishing to re-sit exams they took at this school within the last year.

In both cases the entry fee and associated costs must be paid to the school with the entry request.

From summer 2025 private entries for on-roll students will be limited to students in years 10 and 12 to avoid potential clashes with curriculum public exams in years 11 and 13.

A private entry request form is available annually from the exams office in December for exams in the following summer. Payment and the completed form must be received by the exams officer by the deadline on the form which is usually in mid-January. A November resits request form (GCSE mathematics and English language only) is available in September.

Not all entry requests will be accepted - it depends on the specific subject requested, its requirements and the capacity of the school to accommodate them.

### **Individual Candidate Timetable**

After Easter, each candidate will be issued with a final, individual candidate timetable showing when and where each of their exams will take place.

It will not show dates of internally assessed components, e.g. art timed-test, language speaking tests, as these dates and arrangements will be issued separately by subject teachers.

*If any information seems incorrect or missing, inform an exams officer immediately.*

A generic exams timetable for summer exams is posted on the school website in the spring term.

## 7. Exams Timetable Clashes and Supervised Quarantine

Candidates sometimes have exams for different subjects initially timetabled at the same time – timetable clashes.

The exams officer will know this and will re-arrange (to the extent permitted):

- a) exams to be sat back-to-back in the same exam session or
- b) one or more exams to be sat at an earlier or later session, usually on the same day, with the candidate in supervised quarantine in between the sessions.

Candidates will be notified if they have a timetable clash of type b).

### Supervised quarantine candidates:

- Will be escorted between exam room and quarantine room and will remain under supervision at all times.
- **Must not** communicate or attempt to communicate with non-quarantined students, teaching staff or candidates being quarantined separately.
- **Must not have access to any unauthorised devices during quarantine** and **must hand-in** to an exams officer or to the quarantine supervisor, any/all of the following items in their possession: *Mobile phone, headphones, earbuds, watch, Fitbit, any technological or web-enabled device.* *Failure to comply may be considered malpractice.*

### While in supervised quarantine, candidates may:

- Talk quietly to the supervisor and other candidates being quarantined in the same room.
- Revise from printed resources.
- Bring lunch or refreshments as they will not be allowed to use the canteen, the sixth form common room or go to the shops.  
*NB: Candidates who have free school meals should request in advance (to their head of year) a sandwich lunch to be brought to their quarantine room.*

## 8. Exam Rooms and Pre-exam Assembly Points

Most candidates will sit exams in the sports hall, gym, main hall or sixth form study area (shown as SPHL, GYM, HALL, 6UP or 6MR on candidate timetables). Exams may also be conducted in other rooms.

**Candidates should assemble at least 15 minutes prior to the exam start time as follows:**

- All *non-sixth-form-block* exams – assemble under covered way
- Sixth-form-block exams – assemble outside the rear of the sixth form block.

Candidates should organise their permitted exams equipment while assembling and should not wait until inside their exam room to do this.

Instructions for lining-up and entering exam rooms will be given at the assembly points by a senior teacher or the exams officer,

External and transferred candidates should follow the arrival and assembly and proof of ID instructions provided in advance by the exams officer.

## 9. Exams Start Times

It is the candidate's responsibility to arrive at the correct date/time and location for each exam.

Candidates should not assume their exams are scheduled at the same time or in the same room as other candidates of the same subjects.

Unless otherwise stated on the individual candidate timetable or in clash instructions, written examinations at Maiden Erlegh School are *usually* scheduled to start at:

- **9:00, morning exams**
- **13:30, afternoon exams**

Candidates must assemble at least **15 minutes** prior to the scheduled start time of their exam at the relevant assembly point listed above.

## 10. Supervision of exams

Public examinations and quarantine supervisions are conducted and supervised by the school's invigilators. Candidates are expected to be respectful and courteous to invigilators as they are to other members of school staff.

*Failure to follow instructions given by invigilators may be considered malpractice.*

## 11. Seating in the exam room

### Seating Plans

Exams room seating plans are displayed daily on the glass lobby to Reception.

Candidates must sit in the specific room and seat, e.g., sports hall, A5, assigned to them on the seating plan and on their final, candidate timetable, unless the invigilator or an exams officer instructs otherwise on the day.

The large exam rooms have column letters and row numbers displayed on the walls to help candidates locate their seat.

Invigilators will direct candidates to seats in smaller rooms.

Candidates should ask an invigilator for help if they can't find their seat.

*It is malpractice to sit in the wrong seat - candidates could be penalised by the awarding body or marked absent with consequences for their results.*

## 12. Identifying and Registering Candidates; Sixth Form ID cards.

Before morning exams, while still 'on-timetable', candidates should not attend registration but should go straight to their pre-exam assembly point.

Senior staff, including year heads, will be present to identify and register candidates before each exam session starts.

External candidates will be given instructions in advance on proving their identity before each exam.

### Sixth form lanyard and ID.

Student lanyard and/or ID should be placed in the student bag and not brought to the exam desk.

## 13. Equipment needed

Candidates are responsible for providing and bringing the right equipment to each exam.

The exceptions are permitted texts, equipment for specific access arrangements e.g. text-reading pen, or equipment for practical exams which are provided to candidates in the exam room by invigilators.

You must not borrow equipment from other candidates once in the exam room.

### Candidates should bring to each exam:

Pencil case or plastic bag – ***must*** be fully see-through without writing or patterns or logos, and with contents fully visible

2 black pens

2 HB pencils

Ruler - marked with centimetres and millimetres

Pencil sharpener – ***WITHOUT*** a shavings catcher

Eraser – ***WITHOUT*** a wrapper/label

### Extra equipment required in ***some*** exams:

Pair of compasses}

Protractor} - ***WITHOUT*** the tin/container

Scientific or graphical calculator – ***WITHOUT*** a lid or case

***During an exam candidates must not have on or near them items other than those stated on the question paper, the stationery list or the specification for the subject.***

***To do so may be considered malpractice.***

***Do not bring***, glue stick, correcting fluid/tape, crayons, coloured pencils, Post-It notes, scissors, paper, lip balm, make-up, mascot, keyring, glasses case, geometry set tin or case, handkerchief, tissues etc.

***Do not have wrappers or labels or stickers on anything – remove wrapper from eraser, water bottle, pencil case etc.*** See also section 15 – Unauthorised Items.

## 14. Using calculators

Calculators (without a lid or case) are allowed in most examinations but there are **some exams in which they are not permitted, and this will be stated on the question paper.**

Subject teachers should tell candidates what is allowed in each exam.

Where the use of a calculator is permitted or required, the candidate is responsible for making sure that their calculator meets the regulations, and that they know how to use it.

Candidates may not use mobile phones or other devices or programmes as calculators.

|  |  |
|--|--|
| <b>Calculators must be:</b> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered;</li><li>• <u>free of lids, cases and covers.</u></li></ul>                                  | <b>Calculators <i>must not</i>:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet;</li></ul></li></ul> |
| <b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition;</li><li>• <u>clearing anything stored in the calculator.</u></li></ul> | <ul style="list-style-type: none"><li>• be borrowed from another candidate for any reason while in the exam room;*</li><li>• have access to pre-stored information - this includes:<ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulae;</li><li>• text.</li></ul></li></ul>   |

\* Invigilators will loan a calculator on request (subject to availability).

## 15. Unauthorised Items

During the exam candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or in the specification for that subject.

All potential technological/web enabled devices are unauthorised, for example:

- Mobile phone
- Headphones, earbuds, AirPods
- MP3/4 player or similar device
- Any type of watch

***Possession of or access to unauthorised items during an exam - on the person or nearby - is malpractice.***

All items except those needed and permitted for an exam, should be left at home but may be stowed in the candidate's bag which must be inaccessible and placed where instructed by invigilators.

All technological devices stowed in the bag, including mobile phone, watch etc., **must be powered-off.**

**Candidates may hand-in any unauthorised items to an invigilator, without penalty, before the exam starts.**

In addition, pockets must be empty and candidates must have:

- No writing, marks or drawings on the body – *not even the date and time of an exam* – or added to any permitted equipment.



## 16. Food and Drink

**Food** - no food, sweets, cough lozenges etc., are allowed unless this has been pre-approved by SENCo for a medical reason and the invigilator has been informed of this by the SENCo.

*All such pre-approved items must be placed in a see-through bag (without any writing, logos or patterns) and must be free of all packaging.*

**Inhaler** - no pre-approval from SENCo needed. It must be free of wrapper/packaging and placed on the desk.

**Drink** - still water only, in a colourless, clear, plastic bottle without any label, logos, writing or patterns.

*Candidates should remove all labels before entering the exam room.*

**Tissues and handkerchiefs** – may not be brought in by candidates. An invigilator can provide a tissue on request.

## 17. Exams Finish

***Candidates in this school are not permitted to leave an examination room earlier than the end of normal finish time for their exam even if they have completed their answers.***

A clock and exams end-times will be displayed.

Invigilators will announce the end of each exam. Candidates must stop writing *immediately*.

Candidates must remain seated and silent and check that their candidate details are completed correctly on the front of their answer booklet and on any additional answer sheets.

Candidates must hand-in all examination materials, whether used or not, to the invigilator and wait to be dismissed.

Candidates will be told which exit to use.

Candidates must **remain silent until outside the building** since there may be other candidates continuing.

### **Extra time finish**

Candidates entitled to extra time or supervised rest breaks during an exam will have been notified of this in writing in advance by the SEN team. Extra time will continue without interruption at the end of normal time.

Candidates who don't wish to take any or all of their extra time, should let the invigilator know and wait to be dismissed at or after normal finish time.

## 18. Dress code

Candidates must wear, as appropriate, to all exams:

- Full school uniform or
- KS5 dress code or
- If external candidate, wear smart-casual attire.

Coats or other outside clothing must be placed with bags away from exams desks before the exam starts and not hung on exams chairs.

## 19. Storing Bags and Possessions

This school does not provide lockers in which to store possessions during exams.

### **Bags**

Candidates may bring a small bag into the exam room for personal possessions provided it is placed where instructed by invigilators and is not accessed during the exam. This should not be considered secure storage.

In some rooms, bags will have to be left outside the exam room.

Valuables should not be brought to exam rooms. The school accepts no responsibility for candidates' possessions.

## 20. Candidates arriving late

Candidates arriving late or after candidates have been led into the main exam rooms must:

- **On arrival report to an exams officer – do not go straight to the exam room.**
- If possible before arrival, telephone the school and ask that an exams officer is notified of late arrival.

Depending on the time of late arrival, the candidate will usually be allowed to sit the exam for the full duration but should be aware that the awarding body may still decide not to accept the candidate's answer script.

*If the exam has already finished or is nearing the end, the candidate will not be allowed to sit the exam.*

## 21. Absence, Illness, Special Consideration

### Absence

Candidates must attend all examinations shown on their individual candidate timetable. Misreading a timetable is not an acceptable reason for absence. The school reserves the right to charge the candidate the equivalent of the entry fee for examinations missed without an acceptable reason.

Candidates who will be absent from an examination **should:**

- Telephone the school as soon as possible before the examination and
- Request that an exams officer is made aware.

### Illness or other difficulties at the time of an examination or assessment

Candidates who become unwell or who have other difficulties **must:**

- If during or on the day of an exam:
  - Alert an invigilator or exams officer **immediately**
- If before an exam day :
  - Alert the head of year/key stage or an exams officer

### Special Consideration

This is a post-marking adjustment made by the awarding body to compensate for unavoidable, temporary circumstance beyond a candidate's control, for example, *temporary* illness or injury or a recent bereavement which has led to absence from exam(s) or which has **materially** affected the candidate's performance **at the time of an assessment.**

A minor disturbance in the exam room, for example, is not an acceptable reason to request Special Consideration.

Candidates must declare the reason for exam absence using the SC Absence Self-Certification Form-14 or explain the unavoidable, temporary difficulty suffered during an assessment, using the school's SCR form. Deadlines apply and forms must be hand-signed.

The Special Consideration procedure and request forms are available on our website.

[www.maidenerleghschool.co.uk...Examination Policies and Procedures](http://www.maidenerleghschool.co.uk...Examination Policies and Procedures)

## 22. Emergencies during an Exam

### Fire alarm

If the fire alarm sounds during an exam the invigilator will instruct candidates to stop writing/working and await further instructions. Exam time will be suspended but exam conditions must be maintained.

#### **Candidates will be instructed to:**

- Close their answer booklet/script
- Leave all examination materials and all belongings
- Leave the examination room as directed by the invigilator
- Remain silent and not communicate in any way with other candidates or students
- **Not go to the normal assembly point**, but instead remain as an exam room group and go to the exams assembly point specified by the invigilator (usually on the field next to the Astro pitch).
- Line-up at the exams assembly point in room group and seat number order.

If the exam can later be re-started, the full remaining exam duration will be given.

Special Consideration will automatically be assessed and sought without the need for candidates to submit individual requests to the school.

### Lockdown

While the school is in a state of lockdown, this will not be announced to the exam room by invigilators while exams are still in progress but candidates will not be allowed to leave the exam room and will not be dismissed at the end of an exam.

Candidates must remain seated, silent and under exam conditions as directed by invigilators.

## 23. Examinations Access Arrangements

Candidates granted examinations access arrangements to account for difficulties which would otherwise put them at a disadvantage during an assessment, will have been sent a letter, or other communication, by the SENCo.

Invigilators will facilitate access arrangements as instructed by the SENCo.

Further information about access arrangements is available on our website.

[www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

## 24. Malpractice

'Malpractice' means cheating or non-compliance with examinations regulations.

The school is obliged to notify the relevant awarding body of all alleged, suspected or actual incidents of malpractice in examinations or assessments.

The awarding bodies make all decisions regarding warnings, sanctions and penalties.

Penalties range from a written warning for a minor non-compliance, e.g. continuing to write for a short time after the end of the exam; to loss of all marks in a component, e.g., for talking during the exam, or possession of a switched-off phone; to disqualification from all exams for up to five years, e.g., for use of a mobile phone or use of notes.

## 25. Study Leave

Candidates will be notified in writing by the head of year/key stage of arrangements for study leave, if any.

Not all year groups and not all candidates will be given study leave.

## 26. Results

Statements of provisional results are released to candidates in-person, to school email addresses and via the Student Portal. Parent are notified later via MCAS.

External students' results will be released to candidates in-person and emailed to the address stated on the candidate's entry request form.

Results dates and collection times for summer exams and other public exams are published on our website.  
[www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

Candidates or their nominees, may collect printed results in-person from the school on the relevant morning. Nominees must present their own ID and the candidate's written and signed permission naming the nominee as collector.

External candidates should present their own ID in order to collect their results in-person.

Candidates who know they will be away in August are advised to give their nominee a collection permission letter before they depart.

Results will not be issued by telephone. Uncollected, printed results will be available to collect from Reception in term-time until the end of September.

## 27. Post-Results Services – Access to Scripts and Reviews of Results

Following the release of results awarding bodies offer a range of post-results services via the school:

- **Clerical Check**- a check of clerical procedures leading to the issue of a result.
- **Review of marking**- a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The script is not remarked from scratch. Priority or standard service.
- **Access to script** – an electronic version of the script, as a priority service to help a candidate decide if to request a non-priority review of marking, or a non-priority service for the school to obtain scripts for teaching and learning.

Details of the services and prices are in the Post-Results Services documents available at time of results. Services fees are usually payable by candidates. Service requests will not be processed without payment.

The services have request deadlines set by the school which are earlier than those set by the awarding bodies. Deadlines and prices will be listed in the *Post-Results Review Request Form* available online via the candidate's GoogleClassroom login, when results are released.

All services, require the candidate's written consent *given after the publication of results*.

[www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

Teachers and exams officers will be available in school on the morning of each results day to help candidates with queries about results and post-results services.

If, for any reason, a candidate thinks a result is incorrect, this should be discussed with a subject teacher as soon as possible and before deciding to formally request any post-results service since all services can lead to the result being lowered or raised or no change.

*Priority reviews of marking are available only for Y13 students in relation to a university or higher education place and requests should be **completed and submitted on results day or by midday on the following day***

*The opportunity to request a review of **internally marked** non-examination assessment (NEA) or coursework marks will have been given to candidates before submission of marks to the awarding body. No further individual review is available post-results.*

## 28. Certificates

A certificate is the final record of a candidate's achievement(s) and will show any change in grade following a post-results service.

Certificates are issued in the candidate's legal name.

Summer exams certificates will be available for collection from the school by candidates towards the end of the autumn term.

Candidates, or their nominees, should collect certificates in-person from school reception. Certificates must be signed-for.

Nominees must present their own ID and the candidate's written and hand-signed permission naming the nominee as collector.

Uncollected certificates will be kept by the school for twelve months after which they may be securely destroyed.

Awarding bodies may be able to issue a certified statement of results to a candidate to replace an uncollected or lost certificate but they will charge the candidate a fee and in some cases it may not be possible.

## **29. Examinations and complaints policies and procedures**

The school's examinations policies and procedures may be found on the school's website:

[www.maidenerleghschool.co.uk/students/examinations](http://www.maidenerleghschool.co.uk/students/examinations)

The school's complaints and equality policies, among others, may be found on our website:

[www.maidenerleghschool.co.uk/about us/key policies](http://www.maidenerleghschool.co.uk/about us/key policies)

## **30. JCQ Information for Candidates – links**

Before any public exams or assessments, candidates' should read the Joint Council for Qualifications (JCQ) documents for exams candidates, including:

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

**Information for candidates – written exams**

**Information for candidates – non-examination assessments**

**Information for candidates - coursework**

**Information for candidates – privacy notice**

**Information for candidates – social media**

<https://www.jcq.org.uk/exams-office/exam-room-posters>

**Candidate warning - general**

**Candidate warning – unauthorised items**

These JCQ pages are also linked on the school's website.

[www.maidenerleghschool.co.uk/students/examinations/Information for Candidates](http://www.maidenerleghschool.co.uk/students/examinations/Information for Candidates)