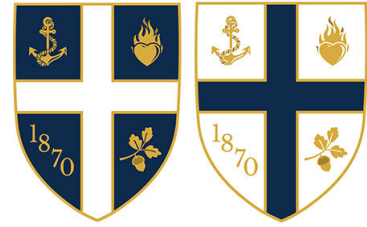


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# CANDIDATE EXAM HANDBOOK 2025/26

This handbook is reviewed and updated annually

Produced/reviewed by	
Data & Exams Manager	
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## Introduction

St. Augustine's CE High School 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 support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidate's documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.

## To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

### Malpractice

Malpractice, including maladministration, means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken.

- 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
- 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.

### Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated.

For example:

ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024.

You should retain a copy of the computer-generated content for reference and authentication purposes.

## **Social Media**

Things not to do on social media:

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

## **Plagiarism**

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

For further details see the school Malpractice Policy\*

*\*A copy available upon request from the Exam Manager*

## **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 with further details provided in the JCQ General Regulations for Approved Centres Section 6

## **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

**See JCQ General Regulations for Approved Centres Section 6 for more information.**

## **Coursework assessments/non-examination assessments**

- NEAs and Coursework assessments take place at different times of the year for each subject
- Not all subjects have an NEA or coursework element
- Candidates are informed of their tasks by their teachers
- Internal deadlines are set by the school
- Work is assessed internally and a sample will be externally moderated
- Candidates are informed of their centre assessed marks by their teacher or school report and have 5 days to appeal their mark before being sent to the exam board
- For more information, please see the JCQ Information for candidates – coursework; non-examination assessments; and social media documentation

## **Written timetabled exams**

- Candidates' exam timetable is provided to ensure you know the date and time of your exams/assessments, and any relevant information regarding seating arrangements, exam rooms, etc.

- For more information see the JCQ Information for candidates – written examinations; social media
- Candidates will be notified of their examination entries and their dates and times via a hard copy printout and/or a digital copy.
- You **must** also be aware of the content of the JCQ *Unauthorised Items and Warning to Candidate's Poster*

### **Contingency sessions - Summer 2024**

There are contingency days scheduled during Summer 2024, in the event there is significant or local disruption to examinations in the United Kingdom. It is important that you are available up until the final date 26th June 2024 in the event an exam date is moved to accommodate any disruption.

- 6 June (pm)
- 13 June (pm)
- 26 June (am & pm)

It is advisable that candidates are available on these dates but if all your exams are finished before the final contingency day, then you do not have to be available.

### **On-screen tests**

Refer to [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)**

- If you have a clash, please ensure you notify Miss. Charles as soon as possible to ensure that relevant measures are put into place.
- If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order within the timetabled session in which to conduct the examinations.
- Candidates may also be given a supervised break of no more than 20 minutes between papers within a single session. This is conducted within the examination room, under formal examination conditions at all times.
- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day. The candidate will be required to attend their first exam. Once finished they will be escorted to a supervision room where they will wait until their next exam starts. During this time, they are permitted to revise using notes only and will not have access to a computer or mobile phone. They will not be permitted to speak to anyone that may have sat the exam. Once the afternoon session is to start, they will be escorted back to the exam room where they will sit their outstanding exam. Once the exam has finished, they will no longer be under centre supervision and are free to leave as normal.

### **Where you will take your exams**

All exams will take place either in the school hall or in an allocated room within the school. You will be notified of the location prior to the exam, and the room will be clearly displayed on the seating plans that are put up in the atrium.

### **What time your exams will start and finish**

- You must ensure that you are in school by **8:45am** for morning exams
- You must be in school by **1:15pm** for afternoon exams.

- It is essential that you arrive on time as failure to do so may result in you missing out on any pre-exam information.
- Candidates arriving late may be unable to sit their exam. This may result in them being unable to achieve a grade in that qualification.

**Candidates should always make contact with the school as soon as possible if they will not arrive on time to their exam.**

### **Supervision during your exams**

- The invigilators are there to support you during your exams, help you to find your seats, to understand how to comply with regulations and to answer any questions, **(not to help with the exams questions)**, and to make announcements before the exams begin.

All invigilators are fully trained and must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

### **Exam room conditions**

- Candidates will be called up row by row, (A-K), and are invited into the exam room by members of SLT, Year Team or the Examination Team.
- You must remain in silence when coming into the exam's hall/room.
- You are under formal exam conditions from the moment they enter the exam room until you are given permission to leave by the invigilator.
- You must listen to and follow the instructions of the invigilator at all times in the exam room.
- You must not communicate with or disturb other candidates.
- What information is displayed in the exam room (**centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam are displayed on the exams board**).
- You must read the information relating to the completion of the front of their answer books (your first name and surname that matches your entry information, candidate number etc.) and this **must not** be completed until instructed to do so by the Miss. Charles or the invigilator, you must only do this when instructed you to do so.
- If you require any assistance, you must remain silent, put your hand up and a member of the exams team will come over to you.
- If you require additional answer sheets/answer books, put your hand up.
- You must not open the question paper until the examination begins.

### **Leaving the Examination Room Policy.**

When the exam is over, you must close your booklets and remain in silence until your papers are collected and you are dismissed.

### **Where you will sit in the exam room**

- Prior to your exam taking place, you will have a seat number on the seating plans which are on the walls in the atrium and will also show the location of the exam.
- In the exam's hall, the desks are labelled with letter to make it easier for you to locate your seat. Your exams card will also be on your desk

- If you cannot find your desk, you must see Miss. Charles or ask an invigilator for assistance when you come in.

### **How your identity is confirmed in the exam room**

- Your identity is confirmed by your exams card that will be on your desk. This contains your full name, 4-digit exam number which must be entered on all of your exam's papers, TG, Year Group and UCI number.

### **What equipment you need to bring to your exams**

- You are responsible for all of your exam's equipment so please ensure that you have everything that you need.

### **JCQ authorised equipment list that should be brought by the candidate**

- Black Pen
- Pencil
- Rubber
- Ruler
- Protractor
- Compass
- Calculator

All equipment should be brought in a **Clear Pencil case** only.

### **Using calculators**

- Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. 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. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Calculator covers must not be brought into the exam room
- Where calculators are used, they must have a clean memory, be in exam mode and have no lids

You may use a calculator unless you are told otherwise.

If you use a calculator:

- (a) make sure it works properly; check that the batteries are working properly;
- (b) clear anything stored in it;
- (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
- (d) do not bring into the exam room any operating instructions or prepared programs.

Do not use a dictionary or computer spell checker unless you are told otherwise.

(Captured for JCQ Instructions for conducting examinations 2023/2024)

### **What you should not bring into the exam room**

If you are found with any unauthorised material on you during g your exam, you will risk having your paper disqualified.

- Mobile Phones
- Wrist Watches
- iPod/EarPods
- MP3/MP4 or similar devices

### **Food and drink in exam rooms**

- Plain water only in a clear plastic bottle, no writing or labels

Food is only permitted if medically necessary e.g., diabetes management.

### **What you should wear for your exams**

Full Uniform should be worn to all exams including blazers and ties.

### **Where your personal belongings will be stored during your exam**

Personal belongings are stored in the cages in the atrium. No bags are permitted to be kept at your exam desk. Please check your pockets/blazers for any revision notes etc as if this is found in your possession, your paper will be disqualified.

### **What to do if you arrive late for your exam**

If you believe you are going to be late for your exam you must contact school as soon as is possible. You must tell reception your full name and what exam you are expecting to sit, this will mean there is a staff member available to assist you when you arrive. We will ensure you are ready then escort you to your exam. If you arrive more than 1 hour after the official exam start time, this will be reported to the Awarding body and there is a high risk your exam will not be counted

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

- If you are unwell on the day of your exam, please contact school and let us know through the standard reporting processes.
- You must state your full name and the exam you are expected to sit.
- We encourage students to attend all their exams and we will support any student that is unwell if they decide to attend. We ask that you contact school to let us know prior to exam, and as early as possible so we can put into place necessary support ahead of time.
- If you feel unwell during an exam, you must tell an invigilator immediately and you will be briefly removed from the exam to get support. If you decide to return, all remaining time will be provided. What is Special Consideration?
- If a student is fully prepared for the exam but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.
- If a student is absent from an exam for a valid reason. After a case of illness, we will ask student to attend the doctors to request a doctor's note on that day. This is a signed letter stating the nature of the illness which will need to be presented to school within 3 days of the exam taking place. An appointment card will not be accepted. *The exams office will process the Special Consideration Application with the relevant awarding body directly once suitable evidence has been provided. Students must also have completed a minimum of 35% of the qualification (including coursework) to be eligible for this in any event.*

### **What happens if you have an unauthorised absence from your exam**

An unauthorised absence is where a candidate has not made school aware of the reason for their absence/ not provided suitable medical evidence to make a Special Consideration Application.

**The school will require a payment of the full Awarding body entry fee for that exam should a candidate fail to attend an examination without good reason and without informing the school.**

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

### **What happens in the event of an emergency in the exam room?**

In the event of an emergency, such as the fire alarm sounding, during an exam, the exam clock will be stopped and students will be asked to remain seated and await specific instructions from the invigilators/ Exams Officer/ Senior member of staff who will be following the Emergency Evacuation which is on the wall in the main school hall

### **Candidates with access arrangements/reasonable adjustments**

- Your exams will take place in the SEN allocated rooms

### **Results**

- A hard copy of student provisional exam results will be made available on results day from 09:00 (A Level and Level 3 BTEC) and 09:00 (GCSE and Level 2 BTEC)
- Senior members of centre staff and the 6th Form team will be available immediately after the publication of results
- A form can be completed to arrange for someone else to collect your results (ID will be required for pick-up)
- Uncollected results will be posted 1st class to the address held on school records to arrive as soon as possible after issue

### **Post-results services**

- Requests for post-results services must be made through the centre
- The centre's **Access to Scripts, Reviews of Results and Appeals Policy** is located on our school website
- Deadlines, fees and charges for these services are all included in the School's Appeals policy
- Your consent is required for any EAR's, (enquiry about results) to be processed
- Post results services are those offered by Exam Boards if you wish to check your results; these include: Access to Scripts, clerical checks and Reviews of Marking
- Requests for post-results services must be made through the centre by the student (not the parent)
- Students will be informed of deadlines, fees and charges for these services on the Results' days via the Exams Manager.

### **Certificates**

- Certificates arrive in school around November. They are usually ready to collect in December
- Current Year 12 & 13 GCSE certificates are made available for collection via the post-16 team
- Unclaimed certificates are kept in secure storage for 10 years, then destroyed

### **Internal appeals procedure**

- The purpose of this procedure is to confirm the arrangements at St. Augustine's CE High for dealing with candidate appeals relating to internal assessment decisions which can be found in our Internal Appeals policy on the school website where you can find details of how to appeal

### **Complaint's policy**

Overtyping here any relevant information on the centre's **Complaints Policy** (Exams).

**Information for candidates - Coursework assessments**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework Assessments 2023 FINAL.pdf>

**Information for candidates - Non-examination assessments**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE Assessments 2023 FINAL.pdf>

**Information for candidates - On-screen tests**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen Examinations 2023 FINAL.pdf>

**Information for candidates - Written examinations**

<https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written Examinations 2324 Revision One FINAL.pdf>

**JCQ - Preparing to sit your - Exams**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Preparing-to-sit-your-exams-2023 24.pdf>

**Information for Candidates - Privacy Notice**

<https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice 21-22.pdf>

**Information for candidates - Using social media and examinations/assessments**

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>

**JCQ - AI and Assessments A quick guide for students**

<https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf>

**JCQ – Unauthorised Items Poster**

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)

**JCQ - Warning to Candidates**

<https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022 23.pdf>

## JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”

Unauthorised items poster

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



## JCQ Warning to candidate's poster

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

Warning to candidate's poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Warning to Candidates

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.

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date below and return to your Form Tutor or Director of Learning

If there is anything you do not understand, you should ask Miss. Charles for clarification.

### CANDIDATE EXAM HANDBOOK Acknowledgement Form

**NAME:**

Date I received the handbook:

**I have read the contents**

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

**I have read and understand the current JCQ information for candidates' documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above:

**Candidate Signature:**

Date of signature:

### Results' Day/Summer Holiday Appeal Contact Details

In the event that the school would like to process an appeal on your behalf during the summer holidays please provide the contact details you would like us to use below:

Name:

Phone Number:

Email:

Name:

Alternative Phone Number:

Alternative Email: