

STUDENT EXAMS & ASSESSMENT HANDBOOK 2023-24



THE CARDINAL WISEMAN CATHOLIC SCHOOL

September 2023 - August 2024

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KEY DATES FOR THE ACADEMIC YEAR 2022-2023

November 27-1/12	Year 13 practice exams
December 4- 8	Year 11 practice exams
February 9	Deadline for possible exam related needs/access arrangements for summer 2023 exams
29	Year 11 Maths practice exam
March 1	Year 11 English practice exam
4-8	Year 13 practice exams
April 2-17/5	Language speaking tests window
May 2	Public written examinations start
June 6	Contingency Afternoon
13	Contingency Afternoon
26	Final Exams – Contingency Day
July 19	End of Term

RESULTS DAY

A Level and BTEC Level 3 exams – 15th August 2024

GCSE and BTEC Level 1/2 exams – 22nd August 2024

EXAM ENTRIES

Exam entries are made using each student's date of birth and full legal name, as reflected on their birth certificate, passport or deed poll. This may vary from the name you prefer to be known by, but for the purpose of exams we must hold your legal name. It is your responsibility to check that your personal details are correct when you receive your entry sheet in February, as this will be reflected on your final certificates. You must inform the Exams Officer of any errors or changes immediately.

ACCESS ARRANGEMENTS

Access Arrangements and regulations are laid down by the Joint Council for Qualifications (JCQ). Exam access arrangements required due to ongoing medical, physical or mental health needs (a diagnosed medical, physical or psychological condition within the definition of disability in The Equality Act 2010) are required to have evidence of need, covering The Five Conditions stipulated by the JCQ, from a variety of sources. All access arrangements must be the student's normal way of working and cannot be awarded just for an exam.

Following assessment, confirmation of need, and evidence of normal way of working, an appropriate application is made by the SEN Manager to the awarding bodies for access arrangements that require formal approval. Once approval for these arrangements is given, they will be confirmed with students before each exam series via the portal. Access Arrangements that have approval at centre level (according to JCQ regulations and inspection) are also confirmed in this way.

Exam access arrangements may also be available for a temporary injury at the time of the exam, and the Exam Officer should be contacted as a matter of urgency in this situation.

If access arrangements require specific rooming, the Exam Officer will let you know in advance, where you are to go.

COURSEWORK & Non-Examined ASSESSMENT

Please read the *JCQ Information for Candidates- Coursework, and Information for Candidates- Controlled Assessment and Non-Examined Assessments (NEAs)* in the appendix.

You will be given deadlines by your teachers for the submission of internally assessed work, which must be adhered to. Failure to hand in work for marking and submission to the exam board(s) with regard to these deadlines may result in the withdrawal of your entry for that unit in that exam series. You should pay particular attention to the information regarding plagiarism in the JCQ information referred to above. Plagiarism is any attempt by a student to pass off the work of others as their own, whether this be the work of other students or material from other sources. Plagiarism is a serious breach of exam regulations and could result in your removal from the course by the school and disqualification from the subject by the exam board.

EXAMS

Pre-exam talks are at 8.50am with morning exams beginning at 9am. In the afternoon, pre-exam talks are at 1.10pm and exams start at 1.30pm.

See the posters in reception for the venues, timings and seat numbers.

Aim to arrive at school 30 minutes prior to the start of your exam.

If you are late, report to reception. Provided you are not more than 1 hour late, it may be possible for you to still sit the exam.

If you have a timetable clash it will be shown on your exam timetable. The Exams Officer will make arrangements for you to take the exams one after another, or later in the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch.

If you are feeling unwell, try to come to the exam and the school will assess the situation for you. You cannot sit the exam at another time. If you cannot attend school, call the school or the exams office, first thing in the morning on 0208 575 8222 x479.

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 person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*. Examples of what constitutes malpractice include:

- 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
- not telling exam boards or your school/college about exam information being shared
- 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 the examinations/assessments
- use of social media for the exchange and circulation of real or fake assessment material

RESULTS

A Level and BTEC Level 3 exams – 15th August 2024

GCSE and BTEC Level 1/2 exams – 22nd August 2024

Students will be invited into school on the above days to collect their results. Further information about the arrangements for results days will be emailed and on the school website nearer the time.

POST RESULTS SERVICES

If you are unhappy with your results and think there may be a problem, seek advice in the first instance, by talking to the senior staff, your teachers or the Exams Officer. Further information about the post results services will be emailed and on the school website nearer the time.

CERTIFICATES

The school does not receive the certificates for qualifications until the November following the summer exams. Until then, the only results information you will hold is your results sheet. Information will be on the school website about when you can come to school to collect your certificates. If you are no longer a student at The Cardinal Wiseman Catholic School, and you are unable to collect them in person, you can notify us on the MS Form (sent with this document) or via Mrs Kaur (exams@wiseman.ealing.sch.uk) that you will nominate someone else to collect them or have them posted to you. Certificates not collected are kept in storage for 12 months after which they may then be destroyed. **Copies are not kept.**

Please make sure that you keep your certificates in a safe place as you most certainly will be required to produce these as evidence of your qualifications at a later date, when taking up a place at university or applying for a job. You are advised to scan them in colour and then send them by email to yourself. If you misplace them you will need to apply direct to the relevant Exam Boards for replacements, for which they charge a substantial fee.

QUESTIONS

If you have any further questions regarding any of the information within this Student Guide to Exams & Assessment, or any aspect of examinations please do not hesitate to message the Exams Officer by email, telephone, or visit the Exams Office in B11.

Exams Officer is Mrs Kaur. kaurm@wiseman.ealing.sch.uk 0208 575 8222 x479

NEXT STEPS

You also need to complete the form, in the link below, to say that you have read and understood the contents. On this form, you can also give permission for exam scripts to be obtained by the school for teaching and learning purposes.

<https://forms.office.com/e/dPZPiKqwaq>

JCQ Information for candidates –coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Click on the Link for full information

[IFC-Coursework Assessments 2023 FINAL.pdf \(jqc.org.uk\)](#)

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work

The regulations state that:

‘the work which you submit for assessment must be your own’; ‘you must not copy from someone else or allow another candidate to copy from you’.

Take care of your work and keep it safe. Don’t 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 coursework 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. Don’t be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Don’t think you won’t be caught; there are many ways to detect plagiarism. – Markers can spot changes in the style of writing and use of language. – Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from! – Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Click on the Link for the information

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

This document tells you about some things that you must and must not do when you are completing your work. 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.

JCQ Information for candidates – written exams

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

Click on the [Link for the information](#)

[IFC-Written Examinations Sep2023 FINAL.pdf \(jcq.org.uk\)](#)

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You must not write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam

B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. 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.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
7. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
2. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for candidates – on screen examinations

You **must** read this information before you take any externally assessed on screen exams.

[Click on the Link for the information](#)

[IFC-On-Screen Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)

A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Unless you are told otherwise, you must not have access to: (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; (d) pre-prepared templates. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6. If you have a watch, the invigilator will ask you to hand it to them.
7. Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. 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 examination room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if: (a) you have been entered for the wrong on-screen test; (b) the on-screen test is in another candidate's name; (c) you experience system delays or any other IT irregularities.

3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

1. If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the on-screen test if: (a) you have a problem with your computer and are in doubt about what you should do; (b) you do not feel well.
3. You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for candidates – Privacy Notice

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

Click on the Link for the full information

[Microsoft Word - Information for candidates - Privacy Notice_MR \(jcq.org.uk\)](#)

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre. Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies. The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

The graphic features a dark purple header with the JCQ logo and the title 'Information for candidates Using social media and examinations/assessments'. The main content is on a light purple background. On the left, there is a text block with a bolded warning and a bulleted list of guidelines. Below this is a photograph of hands holding a smartphone. On the right, a large smartphone graphic contains three white boxes with JCQ logos and text: 'Things to do on social media', 'Things not to do on social media', and 'If you do any of the above activities, you may:'. A large blue exclamation mark icon is placed over the middle box. To the right of the phone is a yellow speech bubble with text and a URL. The background also includes a blue speech bubble and a yellow photo icon.

Information for candidates
Using social media and examinations/assessments

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

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

Things to do on social media:

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

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

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, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



AQA

City & Guilds

CCEA

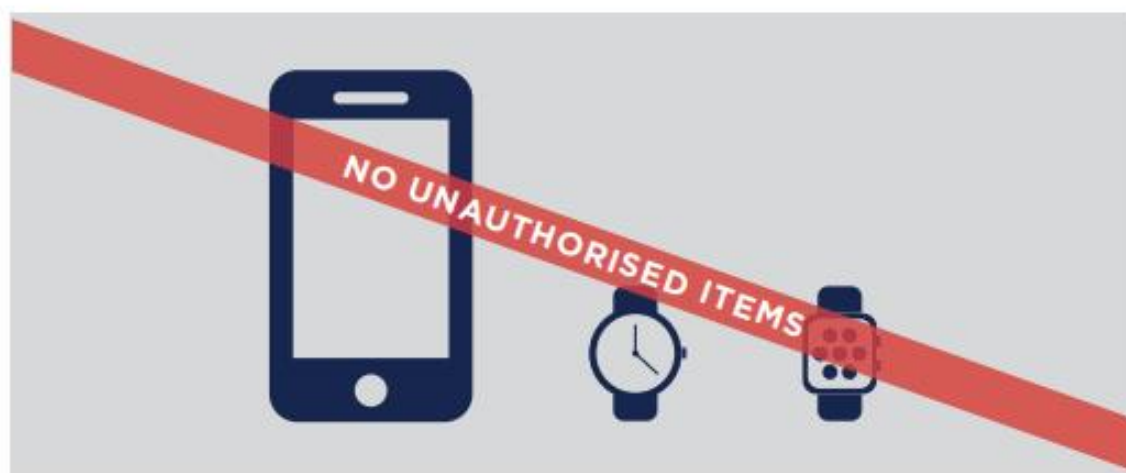
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

JCQ Warning to candidates poster

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



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.