



Beaumont School

Examinations Handbook for Candidates
Summer 2023

Dear Candidate

Please familiarise yourselves with the contents of this handbook. It is designed to provide you with the information you need to ensure the smooth running of the summer exam series for all candidates.

I wish you all the best with your forthcoming exams.

Best Wishes

Mrs Hendricks
Examinations Officer

JCQ Requirements

Please review the following JCQ documents before the start of the exam series:

Information for Candidates - Written Examinations

https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf

Information for Candidates - On-screen Examinations

https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.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 - Social Media

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

The following posters will be displayed in all exam venues and students are expected to follow the instructions they contain:

Unauthorised items poster

https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf

Warning to Candidates poster

https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf

JCQ publish the following information sheet to help students prepare for their examinations:

<https://www.jcq.org.uk/wp-content/uploads/2022/08/JCQ-Preparing-to-sit-your-exams.pdf>

Examination Timetable

Please check your examination timetable very carefully. Please pay particular attention to whether you have a morning or an afternoon exam and check you know which venue your exam is in. If you are studying a subject at one of our consortium schools, your examinations will take place at Beaumont School, with the exception of BTEC and A Level Music Technology. If in doubt, please check with the Exams Office.

Your timetable will show you your Candidate Number which you must learn. This will also be displayed on your examination desk.

If you have an exam clash, your timetable will display the clash resolution and you will be notified about any Supervision.

Exam Start Times

At Beaumont School, our morning exams begin at **8.45am** and afternoon exams at **1.30pm** unless otherwise stated on your timetable. Please ensure you are outside your exams venue no later than 15 minutes before the scheduled start time. However, we recommend arriving earlier than this to allow time to use the toilet.

You must enter the exam room in silence. If you have a question, raise your hand and wait for an invigilator. Candidates must follow the instructions given to them in the exam rooms by authorised centre staff and invigilators. Do not write on the exam paper until you are told to do so. Candidates must read the instructions on the front page of the paper carefully as these will not be read out by the invigilator due to different examinations taking place in the venue. You must not open your paper until you are told that the exam is starting by the invigilator.

Late Arrival

Please allow extra time for your journey to school if you are travelling by car or using public transport - traffic can be unpredictable. 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 at the discretion of the school. Candidates who arrive late must report to the Examinations Officer or member of the Senior Leadership Team, before being allowed to enter the venue.

Candidates who arrive very late for an exam must be reported to the awarding body, who will determine if the paper will be accepted and marked.

At the end of the exam

Candidates are required to remain in the exam room for the full duration of the exam. You must stop writing as soon as the invigilator tells you the exam has finished. Failure to do so could result in your disqualification. Invigilators will collect your exam script before allowing you to leave the room. You must wait in silence and you must exit the examination room in silence. Remember that there may be more than one exam in your venue and other candidates may still be working and should not be disturbed.

Mobile phones and other electronic devices

Candidates are advised not to bring mobile phones or other electronic devices into school on their examination days. However, should a candidate choose to bring a phone or other device into school it **must be turned off before entering the exam venue. Please note it is not sufficient to switch the devices to silent mode.** Mobile phones and any other electronic devices must be left in bags which, in the main venues, are stored at the back of the Hall and outside the Old Gym.

If a phone or any other device rings or makes any other sound in the examination room a report will be made to the awarding body.

Other personal possessions

No watches are permitted in examination venues. If a student accidentally brings in a watch it must be handed to an invigilator.

Bring the equipment you need with you in a clear pencil case. You must only write in black ink.

Any calculators used must be in 'exam mode', if they have this function.

Eating and Drinking

Eating is not permitted in the exam room, unless for medical reasons, in which case, this must be cleared with the Examinations Officer prior to the commencement of the exam series. The Examination Officer will require medical or other evidence.

Candidates may take a bottle of water into the exam. **The bottle must be clear and the label must be removed.**

Use of the toilet during the exam

We strongly encourage use of the toilet before the exam starts.

Candidates with an approved Supervised Rest Break Access Arrangement may use the toilet and have the time used added back on.

Candidates who do not have a Supervised Rest Break Access Arrangement, are requested to not use the toilet during the first hour of the exam and the last half hour. Any time used to visit the toilet is lost.

Supervision

If you have a Supervision due to an exam clash, you will be collected from your exam venue and escorted to the supervision room. You may eat, drink and revise but you are not allowed to have access to the internet and you must not have any contact with students outside of the supervision venue. Mobile phones and electronic devices must be handed in to the Invigilator. Any revision notes will need to be on paper.

Absence or illness during exams

You must contact the school immediately if you are unwell and will be absent from an exam. If it is possible, you may wish to obtain a medical certificate as this may help if we apply to the exam board for Special Consideration.

Emergency Evacuation of the Exam Room

Should this be necessary, for example due to a fire, bomb alert or other serious threat, candidates must follow the instructions of the invigilators who have received the appropriate training.

The invigilator will advise candidates to stop writing and close or turn over their examination scripts. They will collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority. Candidates must leave the room in silence, as they are still subject to JCQ regulations, and must not communicate with one another in any way. The exam's Fire Assembly Point is the MUGA (not the all-weather pitch).

Contingency Day

The awarding bodies have designated the afternoon on Thursday 8 June and Thursday 15 June, and all day on Wednesday 28 June 2023 as 'contingency sessions'. All students need to be available on these dates should sustained national or local disruption arise and the exam series is extended.

Special Consideration

Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment**, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Please notify the Examinations Officer, **on the day of the examination or assessment**, if you feel that an application for Special Consideration should be considered for submission.

Results Day and Post Results Services

Information about the release of results is on the school website. If you are unable to collect your results in person, you can either nominate (in writing) a named person (who will require photo i.d.) to collect on your behalf or provide a stamped and addressed envelope in advance.

Information about the Post-Result Services provided by the awarding bodies and the fees charged is outlined on the website, with further guidance included in candidates' results envelopes.

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The Exams Office collates and prepares certificate packages for candidates. You will be notified about when and how you may collect your certificates. The school is obliged to keep certificates for only one year after issue. If you do not collect your certificates or if you mislay them, they can only be replaced by direct application to the appropriate awarding bodies.

For further information, please visit the Exams page of the school website:

<https://beaumontschool.com/exams/>

