



CENTRE No: 12510

Examinations 2024/2025

Public Examinations Handbook

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Exams Officer – Ms J. Cousins

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INTRODUCTION

Chace Community is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates. This handbook will outline key information for students and carers.

The code of conduct set down by the examinations board is very strict and the school must follow them exactly.

Individual exam timetables will be produced in due course.

Exam Season Dates

- November 2024 examinations begin Tuesday 5th November 2024
- Summer 2025 exam season begins Monday 8th May 2025.

Study Leave

Students will be given dates for study leave in due course. When study leave begins, you are only expected in school for scheduled exams.

PRE EXAMINATION

- Before the exams begin you will be given an individual copy of your Statement of Entry (this lists all the exams you have been entered into). It is the student's responsibility to check the Statement of Entry includes all the expected subjects and correct tiers of entry. It is important your name is correct as this is how they will appear on exam certificates. Please look after your timetable and make sure you know when exams are taking place.
- A full timetable will be made available on the school website.
- Any clashes on your timetable will be clarified by the exams officer at a later date.

- Please make sure your contact details are up to date with Student Services.
- You can only take an exam on the date published. If you miss an exam you cannot take it another day. The entry fee for the exam will be payable if you miss any without good cause. A medical certificate is required if you miss an exam through illness.
- The school's uniform policy applies throughout the examinations. Outdoor coats, bags and valuables should be left at home, if weather permits, or you may have to leave your personal belongings at the front of the exam hall and the school cannot accept responsibility for their safe keeping.
- The school reserves the right to refuse entry into the examination room if you do not present yourself in full school uniform.
- Access arrangements – any queries please see Ms Sahin.

DURING THE EXAMINATION

- All exams will take place in the Sports Hall, Main Hall, 6th Form Common Room, Dance Studio and any other smaller room, unless alternative instructions have been given.
- You should arrive at the netball courts at least ten minutes before the start of the exam.
- In the situation where Year 11 students have an examination before study leave begins, tutors will bring students to the main venue and supervise them there.
- Exams usually begin at 8.40am for the morning sessions and 1.30pm for the afternoon sessions.
- If you are late you may be refused entry to the exam room.
- You may be checked with a security detector to ensure you do not have a mobile phone/electronic device and/or any unauthorised item on your person.
- Before the examination begins, sit silently facing the front, do not communicate in any way with other students and do not begin to write

anything until instructed to do so. Do not open your paper questionnaire until you are being asked to do so.

- Make sure that you come to the examination properly equipped. Bring a pen, pencil, ruler, rubber and spares. Some examinations require additional materials which **YOU MUST PROVIDE** (e.g. calculator). Individual subject areas will advise you in advance. The school will not be able to provide such specialist materials, so ensure that you attend fully equipped.
- Use **BLACK INK** only. Bring at least 2 pens with you.
- Only clear pencil cases are allowed.
- Where calculators are allowed, please remove the case before entering the examination room, clear anything stored and check the batteries are working.
- Only still water in a clear bottle, with all labels removed is allowed in the examination room.
- The centre number, subject title, paper number, date and the actual start and finishing times will be displayed in every exam room.

Clash Students

Please see Julia Cousins (Exams Officer) as soon as possible to discuss exam clashes. This includes clashes you may have when sitting exams at other schools/colleges.

Invigilators

- The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- All invigilators should be treated with respect and students must follow their instructions at all times.

- Invigilators are not allowed to discuss the exam paper, explain the questions, or help you in any way with regards to your examination.

Special Consideration

- Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.
- A parent/carer must inform Julia Cousins immediately in writing if they believe their child should be considered for Special Consideration.
- Email jcousins@chace.enfield.sch.uk

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 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
- Please read the Social Media warning at the end of this handbook.
- You should be aware that the following constitute malpractice:
 - copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
 - collusion: working collaboratively with other candidates beyond what is permitted;
 - allowing others to help produce your work or helping others with theirs;

- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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** at the end of this booklet

Copyright

- The copyright of any 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

Coursework assessments/non-examination assessments

- Please refer to the NEA policy under the exams section on the school website.

On-screen tests

- Please see the on screen test warning at the end of this handbook.

Private candidates

Chace Community will not be accepting any private candidates for examinations in Autumn 2024 or Summer 2025.

What you should not bring into the exam room

- No mobile phones/smart devices or watches. Please see the warning at the end of the booklet.

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

- Sit in silence and listen to the instructions from the invigilators.

AFTER PUBLIC EXAMINATIONS

GCE A levels and Level 3 BTEC

A Level results will be published on **Thursday 14th August 2025**. Students should attend school between 8:30 am and 11:30am in the Main hall.

GCSE and Level 2 BTEC

November 2024 GCSE results will be published on **Thursday 09th January 2025**. Results will be sent to individuals on the Arbor App.

Summer 2025 BTEC Level 2 and GCSE results will be published on **Thursday 21st August 2024**. Students should attend school between 8.30 am and 11:30 am in the Main hall.

UNDER NO CIRCUMSTANCES WILL ANY RESULTS BE GIVEN OVER THE TELEPHONE.

We will send emails with results only to candidates' school emails addresses if has been previously requested to jcousins@chace.enfield.sch.uk

Certificates

November certificates normally arrive mid- March, students will be notified when certificates are ready for collection.

Summer 2024 certificates arrive at various times during the Autumn Term. It is not safe to send certificates through the post, so students are required to collect their certificates personally from the School. Students will be notified on the school website when certificates are available for collection, which will normally be in mid November or early December.

FREQUENTLY ASKED QUESTIONS

- **“I have lost my exam statement of entry (exam timetable)”** – It is the student’s responsibility to look after their timetable and make a note of exam dates in their journal. New timetables can be issued by Julia Cousins during morning break/lunchtime. A full exam timetable is available on the school website.
- **“I am missing an exam on my timetable”** – Please speak to the Head of Department.
- **“I am entered for the wrong tier”** – Please speak to the Head of Department. The Exams Officer will be informed if a change needs to be made in advance of the exam.
- **“I have an exam clash”** – Please see Julia Cousins to complete a form straight away.
 - If you have two exams timetabled for the same session (morning or afternoon) on the same day and the total time for both exams does not exceed three hours you will take the papers one after the other.
 - If you have more than three hours timetabled for the same session, it is likely that one of your exams will be rescheduled to a different session that day. You will have to be supervised by a member of staff between the end of your morning exam and the start of your afternoon exam. You will be given detailed instructions on what to do once you complete the form.
 - If you have more than five and a half hours of exams at GCSE level or more than six hours at GCE level, timetabled for the same day, you must go to the Exams Office immediately and in exceptional circumstances it may be possible to reschedule one of your exams for the following day.
- **“I don’t understand the exam question”** – Exam invigilators cannot help with any answers or explain any questions.

- **“I can’t remember my candidate number”** – Your candidate number is detailed on your Candidate Statement of Entry. (Exam timetable) A card with your name and candidate number will be on your exam desk too.

“I’m late, can I still sit the exam?” - Candidates who arrive late with good reason may be allowed to sit the exam. It may not be possible to allow you any extra time if you start the exam late. If you start the exam more than an hour late (for exams which last one hour or more) or 30 minutes late (for exams which last less than an hour), the school has to inform the exam board and they may decide not to accept your work. You must allow enough time for your journey and plan to arrive at school at least 30 minutes before the start of your exam.

- **“If I miss the exam, can I take it on another day?”** - NO– Timetables are regulated by the exam boards and you must attend on the given date and time mentioned in your statement.
- **“Can I leave the exam early?”** –NO- A candidate may not leave the exam room without the permission of an Invigilator.
- **“What if the fire alarm goes off?”** – You will remain silent and listen to the exam invigilators. If you have to evacuate, you must leave all your exam papers face down and equipment on the desk and leave the room in silence. Please do not attempt to collect your belongings from the front of the room. Failure to adhere to exam regulations will result in your disqualification from the exam.
- **“I need the toilet”** – Please try and go to the toilet before the exam begins. Only Candidates with a Toilet pass will be escorted by an Invigilator. These Candidates are not permitted to use the toilet during the first 30 minutes, nor in the final 30 minutes of the exam.
- **“I feel sick”** – Raise your hand and an invigilator will assist you.

How the new grades compare with the old ones

Old grades	New grades
A*	9
A	8
B	7
C	6
	5 STRONG PASS
	4 STANDARD PASS
D	3
E	2
F	1
G	1
U	U

EXAM BOARD INFORMATION REGARDING COURSEWORK ASSESSMENTS

<https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework Assessments 2024 FINAL.pdf>



Joint Council for
Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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EXAM BOARD INFORMATION NON EXAMINATION ASSESSMENTS

<https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE Assessments 2024 FINAL.pdf>



Joint Council for
Qualifications CJC

Information for candidates

Non-examination assessments

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EXAM BOARD INFORMATION FOR CANDIDATES WRITTEN EXAMINATIONS

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written Examinations 2024 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf)



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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EXAM BOARD INFORMATION FOR CANDIDATES ON-SCREEN TESTS

https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen_Examinations_2024_FINAL.pdf



Joint Council for
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Information for candidates

On-screen tests

With effect from 1 September 2024

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Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.

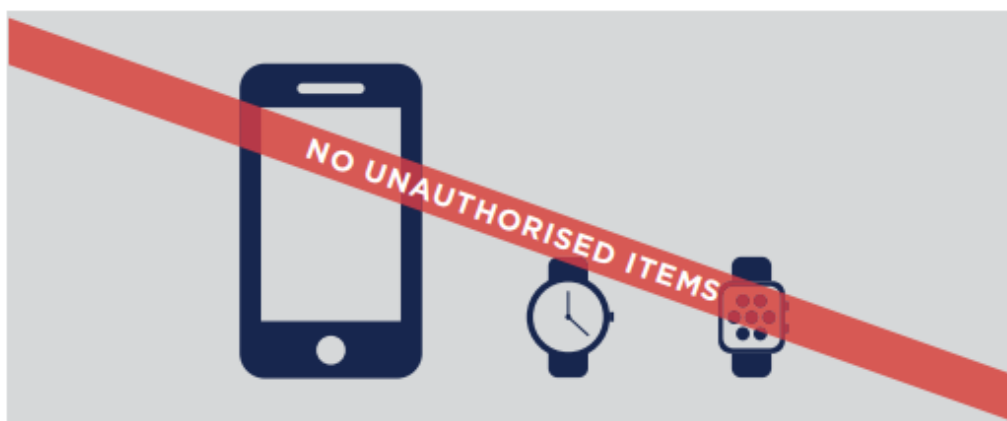
7

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.

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.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, 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 or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment 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 exams and 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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)