



Leigh Academy  
**Tonbridge**

# **CANDIDATE EXAM HANDBOOK**

## **2023-2024**

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## Introduction

Leigh Academy Tonbridge 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 ensure candidates are provided with all relevant information about their exams and assessments in advance of them taking place
- 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 candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have.
- 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

- 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

Further information can be found in [ICE 24](#) and the Indicative sanctions against candidates (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Further guidance can be found under [Information for candidates – social media](#)

You need to know that the following would be malpractice:

- 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.

### **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 and/or non-examination assessments and coursework, as example: 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.

### 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

## 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
- Refer to [General Regulation section 6](#) and [Information for candidates – Privacy Notice](#)

## 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

Refer to [General Regulation](#) section 6

## Coursework assessments/non-examination assessments

Students will be informed by their teachers when assessment are taking place and relevant deadlines for completion.

Students undertaking an NEA will be notified of the mark before it is submitted for moderation. The process for reviews of marking can be found in the complaints and appeals section of this handbook. Relevant JCQ information for candidates documents can be found [Information for candidates documents - JCQ Joint Council for Qualifications](#)

Below is a summary of the things you **MUST** and **MUST NOT** do when undertaking non-examined assessments, coursework and internally assessed work that forms part of your qualification.

For full details, please see JCQ Information for candidate coursework assessment: [IFC-Coursework Assessments 2023 FINAL.pdf \(jqc.org.uk\)](#)

### 1. Your work **MUST** be your own.

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.

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you **must** independently draw your own conclusions from the data.

**2. You must meet the deadlines that your teacher gives you.**

**3. You must keep your work safe**

Take care of your work and keep it safe. Do not 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 work 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.

**4. You must not write inappropriate, offensive or obscene material.**

**5. The use of AI**

If you misuse AI it is considered malpractice and may attract severe sanctions. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies. Where AI tools have been used as a source of information, your acknowledgement must show the name of the AI source used and should show the date the content was generated.

For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.

**6. Penalties for breaking the regulations**

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

## Written timetabled exams

Students will have their exam timetable sent by email, published on the portal and school website. This will originally show the date and time of the exam, and nearer to the date, the venue and seat number. Any issues with your timetable must be notified to [exams@latonbridge.org.uk](mailto:exams@latonbridge.org.uk)

On the day of the exam candidates must check the personal details on their exam desk are correct. If the information is not correct, students should raise their hand and inform an Invigilator immediately.

## Contingency sessions - Summer 2024

JCQ have designated Thursday 6 June 2024 PM, Thursday 13 June 2024 PM and Wednesday 26 June 2024 as contingency days. Candidates must be available up to and including the 26 June in case an awarding body needs to invoke its contingency plan.

Please refer to JCQ Instruction for conducting examinations Section 15, which can be found [ICE 23-24 FINAL.pdf \(jcq.org.uk\)](#)

## On-screen tests

In a small number of courses, students may sit on -screen tests, please review

[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)

Students with a clash of exams will be contacted separately by the exams team/teacher to organise the details of how the clash will be managed. This will show on the exams timetable as 'clash'. This may involve students being supervised between each exam or during a lunch break.

## Where you will take your exams

Most exams will take place in the Main Hall, Flexispace, TE classroom or another venue. Where appropriate due to specialist equipment requirements, exams and assessments may take place in classrooms, a poster of room arrangement for the Summer Common exams will be displayed in the bag area. Venue for other exams will be communicated by the exams team/teacher.

## What time your exams will start and finish

- Exam and assessments generally start at 9:00 (AM) and 13:00 (PM) /13:30(PM), please refer to the timetables shared in due course.
- Students are expected to remain in the examination venue for the full time of the exam or assessment

## Supervision during your exams

- Exams are supervised by a team of invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies

## Exam room conditions

The night before the exam it is good practice to check and reconfirm the start time, venue and seat number for the assessment.

Students are advised to arrive to the exam venue at least 30 minutes before the scheduled start of their exam.

Students will be advised by their teachers the location of a room to leave their bags prior to the exam.

A seating plan will be displayed outside of the venue

Candidates will be invited into the venue once the Invigilator team are ready, students are reminded that they are under exam conditions once they enter the room and until you are given permission to leave by the invigilator.

Candidates **must** listen to and follow the instructions of the invigilator at all times in the exam room  
Candidates **must not** communicate with or disturb other candidates

In the exam room the following will be displayed (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)

Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator

Any relevant information regarding the use of additional answer sheets/answer books etc.

Candidates **must not** open the question paper until the examination begins

Further guidance can be found here [ICE 23-24 FINAL.pdf \(jcq.org.uk\) 19](#) and [ICE 23-24 FINAL.pdf \(jcq.org.uk\) 23](#)

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

Students will find their Student ID cards with their photo be displayed on each exam desk  
Invigilators will check the identity of any candidates they suspect do not match the photo

Refer to [ICE 23-24 FINAL.pdf \(jcq.org.uk\) 16](#)

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

The school provided all equipment needed for the exam. You may bring your own equipment but it must be in a clear pencil case.

A clear water bottle if you wish to take on in- it must not have a label.



### What you **SHOULD NOT** bring into the exam room

#### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



In addition, you must not take AirPods or earphones/earbuds into the exam room.

## Using calculators

The school does provide calculators but you may bring your own. You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams and it is your responsibility to ensure it meets JCQ requirements.

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 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.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
  - a) language translators;
  - b) symbolic algebra manipulation;
  - c) symbolic differentiation or integration;
  - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
  - a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

## Food and drink in exam rooms

No Food is allowed in the exam room.

## What you should wear for your exams

Years 10 & 11 - School uniform should be worn for all exams

Year 12 & 13 – Appropriate school attire

No hats or head coverings are allowed, other than for religious or medical grounds. Students may be required to show their ears by an invigilator to check for earpieces.



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

Your personal belongings will be stored in the Exam storage room. It will be opened 15 minutes prior to the start time and opened again when the exam has finished. When opened it will be supervised by a member of staff.

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

If you arrive late you should go straight to reception and ask them to contact the Exams Officer or email: [exams@latonbridge.org.uk](mailto:exams@latonbridge.org.uk)  
If a student arrives late (up to 1 hour after the published start time) for an exam they may be permitted to complete the exam. They should go to the school office and report to the exams team. If a student arrives more than 1 hour after the published start time, students should report to reception, and they will be met by a member of the Exams Team. It is highly unlikely they will be able to sit the exam without extenuating circumstances  
Refer to [ICE23-24-Sept23revision\\_FINAL.pdf \(icq.org.uk\)](#)

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

If you are unwell on the day of the exam and are unable to attend then either you or your parent/guardian should email [exams@latonbridge.org.uk](mailto:exams@latonbridge.org.uk)  
Students must then log a Special Consideration request with the exams team/teacher.  
If a student is unwell and decides to complete the exam, after the exam they would need to complete a Special Consideration request with the exams team.  
Student will be required to provide evidence in the form of medical records or a doctor's note.

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

Students that do not attend an exam with good reason may be charged the exam entry fee in line with the LAT Policy

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

In the event of an emergency, Invigilators will guide students as to what they must do.

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

If you have been allocated an access arrangement you will be informed of this. You may be accommodated in a different room depending on the arrangement.  
Speak to our SENCo and Exams Officer if you have any queries.

## **Results**

Hard copy/electronic results report will be distributed on the results date, please see the dates and time on the school website.

## **Post-results services**

Details for Access to Scripts, Reviews of Results and Appeals Procedures can be found on the LAT website.  
This includes deadlines, fees and charges for these services. Permission to request any of these services must come in writing from the candidate themselves.

## **Certificates**

Student will be invited to collect their exam certificates in the Autumn of 2024.  
You are advised to collect them as soon as possible as we are only required to keep them for 12 months before they can be destroyed. If you are unable to collect your certificates you are able to nominate someone to collect them on your behalf. You should email : [exams@latonbridge.org.uk](mailto:exams@latonbridge.org.uk)

stating the name of the person and their relationship to you. They will be required to bring photo ID of themselves when collecting them

### **Internal appeals procedure**

LAT will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

LAT will inform candidates that they may request copies of materials (to include a copy of the mark scheme and specification) to assist them in considering whether to request a review of the centre's marking of the assessment.

LAT will, having received a request for copies of materials, promptly make them available to the candidate. The candidate will have 5 working days (apart from Art based courses) to review copies of materials and reach a decision. Requests for reviews of marking must be made in writing to the vice principal.

LAT will allow 5 working days (apart from Art based courses) for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

LAT will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

LAT will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. The candidate will be informed in writing of the outcome of the review of the centre's marking by the VP.

The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint by the VP. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of LAT and is not covered by this procedure.

Refer to [General Regulation](#)

### **Complaints policy**

Details of the LAT complaints and appeal process can be found on the LAT website

Refer to [General Regulation](#)

### **JCQ Information for candidates - coursework**

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

Information for candidates - Coursework 2023-24

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf)

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

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

Information for candidates – non-examination assessments 2023-24

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE\\_Assessments\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf)

### **JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates – on-screen 2023-24

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen\\_Examinations\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf)

### **JCQ Information for candidates – written exams**

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

Information for candidates – written exams 2023-24

[https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written\\_Examinations\\_Sep2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf)

### **JCQ Information for candidates – Privacy Notice**

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

Information for candidates – Privacy Notice 2022-2023

[https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice\\_21-22.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf)

### **JCQ Information for candidates – social media**

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

Information for candidates – social media

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