



St Mary Magdalene CofE All Through School

Student Examination Handbook

2024 – 2025

Centre No. 10698

Introduction

It is the aim of St Mary Magdalene CofE All Through School to make the examination experience as stress-free and successful as possible for all pupils.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St Mary Magdalene CofE All Through School is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact school on 0203 873 5555 and ask for Mrs Beaumont, Examinations Officer.

Purpose of the candidate exam handbook

All students must:

- Read and fully understand the JCQ Notices to candidates included in this booklet (Appendix 1-7 at the end of booklet)
- Comply with all the JCQ regulations
- Check all the details on your individual candidate timetable (issued prior to written exams) and report any errors to Mrs Beaumont, Examinations Officer
- Listen to all instructions given at the beginning of the examinations.

If you break any of the exam rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Exam Board.

Examination Boards:

- At St Mary Magdalene CofE All Through School we use the following examination boards: **AQA, OCR, Pearson Edexcel** and **WJEC**.

Key dates:

8th May- 26th June SUMMER 2025 PUBLIC EXAMS

- 14th August- 6th Form - A Level / BTEC Level 3 Results issued
- 21st August- Year 11 - GCSE and BTEC Results issued

Candidate Numbers:

Each candidate has a four-digit candidate number. Candidates are required to sit in candidate number order in the examination room. Candidate numbers can be found on the students ID card and also on the candidate's statement of entry.

Statement of Entry:

All candidates will receive a statement of entry from the school indicating the subjects they have been entered for and the levels of entry, where applicable. You should check everything on your statement of entry very carefully. Particularly, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Examination timetables:

Generic examination timetables will be displayed on the school website www.koinoniafederation.com

Candidates statement of entry will also show the exam date, time and duration of all examinations.

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in full **school uniform** and **fully equipped**.

Examination Clashes:

If you have a clash it will either be a "Back to Back" clash, where you take one exam straight after the other or a "Proper Clash" where you will take one exam in the morning and one in the afternoon.

If you have a clash:

- you will be kept under supervision in between your two exams
- you **cannot** have your mobile phone until all clash exams are completed
- during this time you can revise, you **cannot** have any internet access
- during this time you **cannot** have contact with other pupils, except those pupils who are being supervised in the same room as you
- you must bring a packed lunch as **you will not be allowed** to go to the canteen.

If you do not understand your clash instructions please speak to the Exam Officer.

Where will your exams take place:

- The majority of our exams take place in the Sports Hall. Please refer to your individual examination timetable.

What time your exams start and when you should arrive:

- Morning examinations start at 9am and afternoon examinations start at 1.00pm.
- All students must be punctual for these assessments.

During the Examinations

Examination Regulations:

JCQ issued rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The school is required to report any breach of regulations to the awarding body.

Supervision during your exams

- Exams are supervised by a team of invigilators employed by the school
- Students are expected to **behave in a respectful manner** towards all invigilators and follow their instructions at all times
- Invigilators are in the examination room to supervise the conduct of the examinations and the must follow the strict rules and regulations when conducting exams as directed by JCQ
- Students are expected to listen and follow their instructions at all times
- They will distribute and collect the examination papers
- Tell you when to start and finish the examination
- Hand out extra paper if required
- Deal with any problems that may occur during the examination, for example a candidate feeling ill
- Invigilators **cannot** discuss the examination paper with you or explain the questions
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the School's Behaviour Policy.

Exam conditions:

- you are under exam conditions from the moment you enter the exam room (for full set of rules please read **appendix 1 Information for Candidates – Written exams**) until you are given permission to leave by the invigilator (this means until you are outside the exam hall).

You must not:

- Speak as you are entering the exam room
- Bring into the exam room or assessment any unauthorised material, for example; mobile phone, iPod, MP3/4 players, pagers, watches or similar electronic devices, notes, study guides, journals or any other paper
- Distract or communicate with other students

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.*

You must:

- Listen and follow the instructions from the invigilator
- Face the front at all times
- Put your hand up if you need anything and wait for the invigilator to come to you
- Only take in a clear plastic pencil case.

What equipment you need to bring to your examinations:

We provide equipment but you may bring along your own as follows:

- Clear and transparent pencil case or clear plastic bag
- **Black ball point pens** – **NO** blue pens and **No** gel pens as scanners may not be able to read blue/gel ink
- Pencil, sharpener and rubber – **No** correction fluid or pens
- Ruler with cm and mm
- Highlighters **must not** be used in your answers but can be used on question papers if they are not being sent to the examiner
- If you bring your own calculator there must be **no instructions or lid**, make sure you have new batteries and that they are reset (please see section below on using calculators)
- Clear water bottle with water **only** and with the label removed.

Please note:

- Only materials listed on the question paper are allowed in the exam room
- You must not have on or near you any other material. This means nothing should be in your pockets. You should not bring any journals, bags, coats, books or notes into the exam room.

Using Calculators:

You must be aware of the JCQ instructions regarding the use of calculators in your examinations.

Candidates may use a calculator in an examination unless prohibited by the Awarding Body specification. Where the use of a calculator is allowed candidates are responsible for making sure their calculators meet the JCQ regulations.

- 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/>

(Taken for the JCQ Instructions for Conducting examinations 2024-2025, section 2, downloaded March 2025)

What to do if you arrive late:

- You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you the full time for the exam.
- If you arrive very late, the school must inform the awarding bodies, giving the reason and evidence of your lateness. The awarding body may decide not to accept your work.

What to do if you are unwell on the day of the exam:

- Inform school immediately so that we can help or advise you. For example, if you have an injury which makes you unable to write it may be possible to provide you with a laptop. You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf
- If you feel unwell during the exam put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during the exam.

What happens if you have an unauthorised absence from an exam:

- If you miss the examination, you **CANNOT** take it on another day. Timetables are regulated by the Exam Boards and you must attend on the given date and time.
- If you **miss an exam without good reason**, you will be **charged the entry fee**. You also risk not gaining your final GCSE and GCE.

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

- If the fire alarm sounds do not panic
- You must stop writing immediately and remain silent, facing the front. Remember that you are still under examination conditions until you have left the room
- Close your paper and leave it on the desk
- If you have to evacuate the room, you will remain silent and leave by the nearest fire exit with your designated invigilator
- The exam assembly point is on the hard court
- You must remain silent at all times and do not attempt to communicate with any other students and it is very important you recognise that you are still under exam conditions and the rules still apply
- When you return to the exam room do not start writing until the invigilators tell you do
- You will be allowed the full time for the exam and a report will be sent to the awarding body.

At the end of the examination:

- The invigilator will tell you when to stop.
- You must stop writing immediately and remain silent, facing the front. Remember that you are still under examination conditions until you have left the room.
- Please note some of your colleagues may still be sitting an exam as they may be doing a different paper, which is longer, or have extra time and the exam room should remain silent.
- Invigilators will collect all question papers, answer booklets and additional paper.
- Remember to cross through any rough work.
- If you have used more than one answer book or loose sheets of paper, ensure your name and candidate number are written on them all and inset them inside your answer booklet.
- Remain seated in silence until told to leave the examination room
- Leave the room in silence, show consideration for other candidates who may still be working.

Candidates with access arrangements:

- Some students are entitled to various access arrangements and invigilators are aware of what they are.
- If you have not got in place the access arrangement you believe you should have, please speak to the invigilator who will investigate further with the exams officer.
- Students with extra time will be advised by the invigilator of their finish time.

Special Consideration:

- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special consideration such as illness, bereavement, injury, domestic crisis etc.
- You should be aware that any adjustment is likely to be small and no feedback is provided.
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control.
- The examination officer must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

Alleged, suspected or actual incidents of malpractice:

Candidate Malpractice' means malpractice by a student in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Examples of Candidate Malpractice include:

- A breach of instructions of an invigilator, supervisor, or the exam board in relation to the examination or assessment rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security of the examination assessments
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Allowing work to be copied e.g. posting work on social networking sites prior to an exam/assessment
- Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language)
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing
- **Bringing into the exam room or assessment situation unauthorised material, for example: mobile phones, iPods, MP3/4 players, pagers, smartwatches or similar electronic devices. notes, study guides and journals, your own blank paper, calculators (when prohibited), dictionaries (when prohibited), translators, wordlists, glossaries**
- The unauthorised use of a memory stick or similar device when a candidate is using a word processor

- Behaving in a manner so as to undermine the integrity of the exam.

Penalties for possession of a mobile phone- Issued by the JCQ

If a mobile telephone is found in your possession in an examination room- even if it is turned off- it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an examination face disqualification from the subject concerned.

Results:

- A-Level/BTEC results will be issued on the 14th August 2025
- GCSE /BTEC results will be issued on the 21st August 2025
- If you wish any other person to collect your results on your behalf, you must give written authorisation to the school before results day
- Results will not be given over the phone.

Post-Result service:

If you are querying your results, all information relating to post result services will be available for the Exams Officer.

Certificates:

- Certificates are usually ready to collect by the end of November.
- If you would like somebody to collect your certificate on your behalf, you must give written authorisation to the school.
- If you need replacement certificates you will have to go direct to the awarding bodies to request a replacement at a substantial cost.

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

Appendix 6

Information for candidates for on-screen tests – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
---	---	--	---	---	--

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

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 exams.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none">a) notes;b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none">a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;b) pre-prepared templates. <p>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.</p>
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 you have entered the exam room.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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 issues.
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 told 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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> a) you have a problem with your computer and are not sure 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	<p>If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work.</p> <p>You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).</p>
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take any stationery from the exam room.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>
<p>This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</p>	

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 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

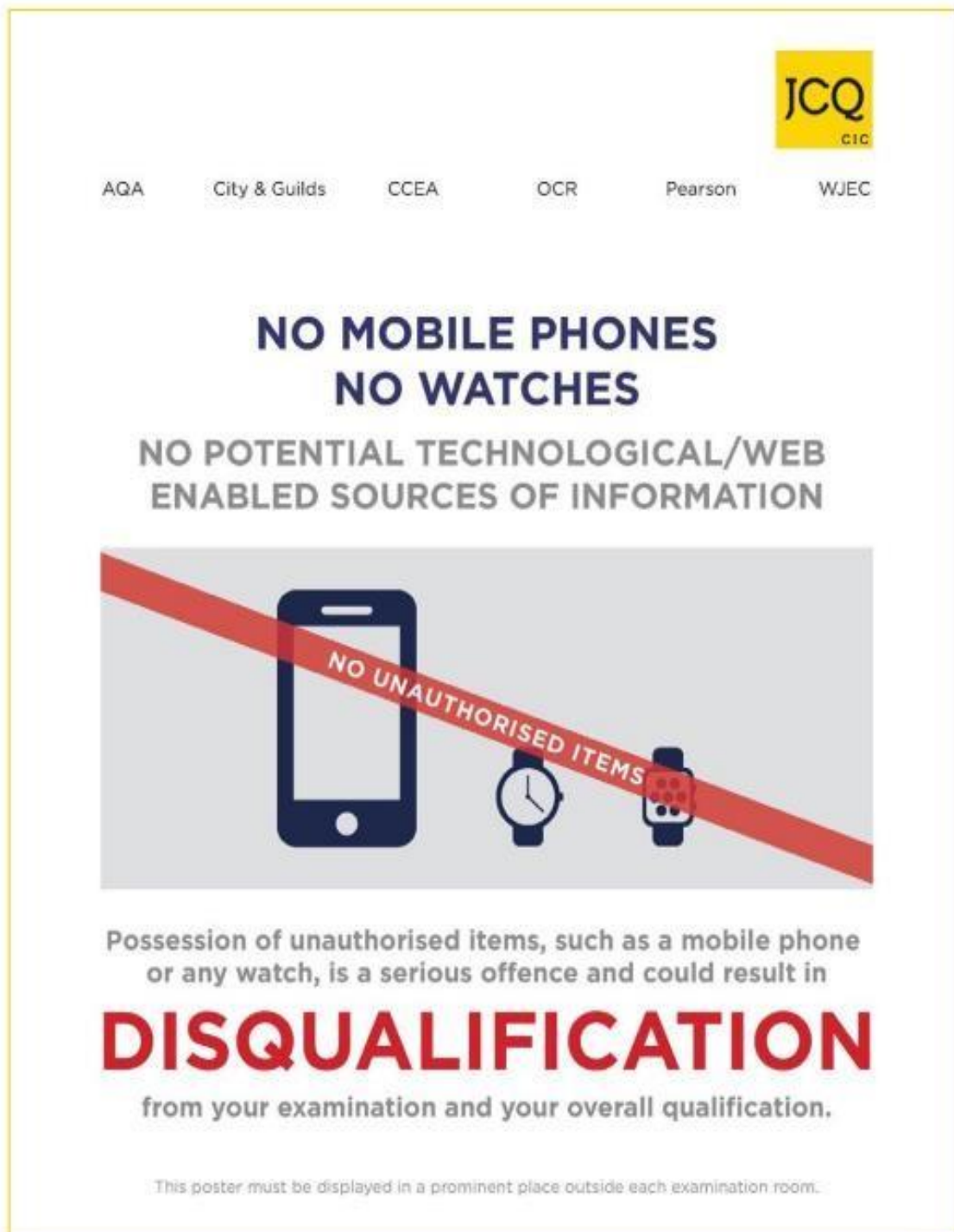
If you do any of the above activities, you may:

- ! • 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)

JCQ No Mobile Phones 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.”*



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

Appendix 4 Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
--	--	---	--	--	---



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.