

MIDDLEWICH HIGH SCHOOL



Candidate Exam Handbook
(Guidance for students and Parents/ Guardians)

GCSE Examinations
2023

Introduction

This booklet has been written to let you know about what to expect, and what is expected of you, when you sit your exams.

Regulations

The school runs exams on behalf of The Joint Council of Qualifications (JCQ). The JCQ set the regulations and rules that both you and the school must follow. It is important that you know what the rules are, and that you abide by them.

The JCQ information for candidates document can be found on the school website under school information >Exams>Information for candidates.

Please read these documents carefully.

Malpractice

This is a serious issue and any suspected malpractice will be investigated and reported to the awarding body where necessary.

If a student or the school breaks any of the JCQ rules it is called Malpractice. The JCQ inspector can, and will, come to the school at any time, without notice, to check that all of the rules and regulations set by them are being respected.

The Invigilation team also has to report any possible malpractice to the Exams officer who will report the candidate to the Exam Board. The Exam Board will decide on the outcome of the malpractice investigation, the school has no influence over their decision.

Malpractice can result in the candidate being disqualified from the individual paper, the qualification or all qualifications.

Malpractice includes, but isn't restricted to:

Any form of disruption or communication with other candidates in the exam room.

Having a mobile phone or any other electronic device with you in the exam room.

Introduction of notes into the exam room, this includes writing on yourself.

Refusal to follow instructions given by Invigilators.

Plagiarism

This is the practice of taking someone else's work or ideas and passing them as your own. If plagiarism is suspected it will be investigated and reported to the awarding body if necessary. This may lead to disqualification from the assessment or even the whole qualification.

Before the Exams

Timetables

With this booklet you will be given your Summer 2023 GCSE exam timetable, this is unique to you. This timetable will show you the exam subject, tier and paper number of the exam, the date, time, duration, room and seat numbers for all of your exams.

Please check it carefully. If you think that something is wrong, contact the Exams Office immediately.

Clashes

Some exams do clash - Don't panic!

If you have two exams timetabled at the same time they will usually be sat one after the other with a short supervised break in between if needed.

Candidate number

Each candidate has a four digit number. Yours will be found on your exam timetable. This is the number you will need to enter on every exam paper that you sit. Please try and remember it!

ID

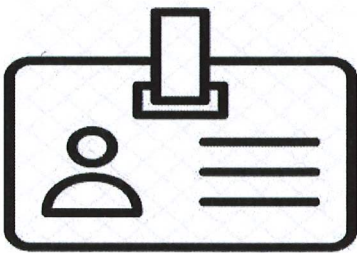
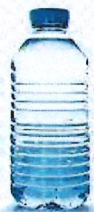




ID cards will be produced and placed on your desk prior to the exam. These are not to be removed from the exam room by yourselves as they will be required for all exams to ensure that all staff and visitors are able to identify you correctly.

Equipment

It is your responsibility to arrive at your exam with all the necessary equipment.

GCSE Exams Equipment List

For all exams

<p>Candidate ID card</p> 	<p>Water bottle (NO LABEL)</p> 	<p>Clear Pencil case for your equipment.</p> 
<p>Black Pens x3</p> 	<p>Pencil and rubber</p> 	<p>Highlighter (to highlight the question only)</p> 

Specific Equipment

Maths	Science	Geography
<p>Black pens Pencil Ruler Rubber PROTRACTOR PAIR OF COMPASSES SCIENTIFIC CALCULATOR</p>	<p>Black pens Pencil Ruler Rubber PROTRACTOR SCIENTIFIC CALCULATOR</p>	<p>Black pens Pencil Rubber 15cm RULER CALCULATOR</p>



Exam day

Invigilators are employed by the school to supervise exams and are trained in exam room procedures. Their main role is to ensure that you and the school are following the rules set out by the awarding bodies and that each session runs smoothly. If they suspect anything suspicious or are concerned about the behavior of a student they will report it to the exams Officer who will inform the awarding bodies.

Make sure that you check your timetable - make sure that you know your room and seat number.

Arrive 15 minutes before the exam start time and wait quietly.

You **must** wear your full school uniform. Any clothing that is not uniform will be asked to be removed before entering the examination room.

You may bring a water bottle but it must be resealable and all labels should be removed.

You must leave your mobile phone, your watch and any other unauthorised material in your bag. Empty your pockets into your bag to ensure that you don't accidentally introduce items into the exam room as this will have to be reported to the Exam Board as malpractice.

Toilet breaks are not permitted in the first 45 minutes or the last 15 minutes of any exam.

Please ensure that you go to the toilet before entering the exam room.

Starting your exam

As soon as you enter the exam room you are considered to be subject to JCQ regulations. Do not speak or in any other way communicate with another candidate once in the room. **You must enter the exam room in silence.**

It is vital that you sit in the correct seat and face forwards at all times. If you find someone else there, tell an Invigilator immediately. Make sure that you have the correct paper in front of you if you are unsure then inform an Invigilator. Once everyone is seated the Exams Officer or Invigilator will read out the JCQ notice at the beginning of every exam and then tell you to start. **You must not open your exam paper until instructed to do so.** Ensure that you have your name, candidate number and center number on your paper.

If you have a question or concern at any point raise your hand and wait for an Invigilator to come to you. Quietly explain the situation and the Invigilator will take the appropriate action.

During the exam

Toilet breaks are not permitted within the first 45 minutes or the last 15 minutes of the exam. If you need to use the toilet at any other time, raise your hand and an invigilator will accompany you. Do not leave the exam hall during the examination time without an adult present.

Extra paper

If you need extra paper during the exam to write on, raise your hand. All extra paper that you are given will be returned to the exam board with your completed paper. Please ensure that your name and candidate number are on all additional paper that you are given.

Illness

If you are ill on the day of your exam it is really important that you inform the school as soon as possible.

If you are ill during an exam, raise your hand and let an Invigilator know.

At the end of the exam

Ensure all extra answer sheets/ paper have your name and candidate number on. Sit quietly and hand your paper to the Invigilator who comes to collect it from you. All candidates will remain in the exam room until the end of the time allowed. Remain in your seats, in silence, until you are dismissed. Remember that there may be other exams still in progress so please leave the room in silence and sensibly.

Emergency procedure

If the fire alarm sounds during an exam, listen carefully to the invigilator and follow their instructions.

Remain silent.

Close your question papers and leave everything on your desk.

When directed, follow the Invigilators to the designated area, do not go back to your form group.

The register will be taken and we will get back to the exam if possible.

The Awarding body will be notified of the disruption.

If you are evacuated from the exam room you must remain under examination conditions, so do not communicate with anyone other than members of staff.

If you are late....

Please don't be late! However, if you do arrive late go straight to your exam room and make yourself known quietly to the Exams Officer or an Invigilator. If they can, they will give you the full time allowed.

Please be aware that the Exam Board may not accept work from a candidate that has arrived very late.

Contingency day

In the event of a national/ local emergency that prevents exams running as scheduled, awarding bodies specify that students must remain available for exams up to and including the contingency day which is usually towards the end of June. Please be mindful of this when booking holidays.

Result

Summer 2023 results will be made available to students on the following date.

Thursday 24th August 2023

Results will only be issued to the student whose results they are. If you are unable to attend results day a parent/carer, close relative or friend may collect them as long as they bring a letter that is signed by you, giving them permission to collect your results. They may be asked for identification.

Results will also be emailed out to your school email account later in the day. Under no circumstances will results be given over the phone.

Where your results are significantly different to those you expected, an enquiry may be requested.

Please see the internal appeals procedure for more details.

Your GCSE certificates will be ready to collect from the 1st December 2023.

Policies

The following policies relating to exams can be found on the school website.

Examinations Policy

Internal Appeals Policy

Non Examined Assessment Policy

Queries

If you have any questions or concerns prior to the exams, please see the exams Officer as soon as possible. Most queries can be sorted straight away.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

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



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



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**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.

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.

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.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **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.

Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



**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 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.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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

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.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, 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’.

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 example: (Morrison, 2000, p29).

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. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.

Preparing your coursework – good practice

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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

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.

Penalties for breaking the regulations

If your work is submitted and 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 unit for that examination series;
- 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.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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.

Preparing your work — good practice

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.

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.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

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.

Do not 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.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment 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’.

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 example: Morrison, 2000, p29.

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. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.

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.

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.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

