

Candidate Exam Handbook

Nishkam High School



GCSE Examinations

2022 / 2023

Centre Number 20236

Introduction

Nishkam High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at Nishkam High School and you are made aware of the required JCQ awarding body and GCSE instructions and information for candidates.

Candidates Details

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. (example: 7321)

Exam Timetable

Candidate Timetable

On receiving your Exam Timetable please check that all levels of entry and exam information is correct. Paying particular attention to all your 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.

Please contact Miss Carmichael (Examinations Officer) immediately if you discover any omissions or errors.

Contingency Day

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables. This is consistent with the qualification regulators' document exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.

For the June 2023 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on **Thursday 8 June 2023** and **Thursday 15 June 2023**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 28 June 2023**.

We must remind candidates that they must remain available until the end of the academic year until advised otherwise by Ofqual / JCQ should the awarding bodies need to invoke its contingency plan.

Exam Clashes

If you have an exam clash we will write to you letting you know how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams
- During this time, you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an Invigilator at the beginning of your first exam.)
- During this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you
- It is advisable to bring a snack and a drink (please hand this to your Invigilators at the beginning of your first exam).
- You will be collected from your first exam by an invigilator and taken to another classroom where you will begin your next exam.

If you do not understand your clash instructions, please speak to Miss Carmichael

Exam Invigilation

Exams are supervised by a team of experienced external invigilators.

Our Invigilators must follow the strict guidelines set by JCQ.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

Exam Start Time

The start time for exams at Nishkam High School are:

- **08:45 am** for morning exams
- **13:20 pm** for afternoon exams

You must remain seated and in silence until the end of your exam

If you are entitled to extra time you will not be allowed to leave the exam room until the end of your scheduled exam time. (Unless this is part of your Exam Arrangements)

School Bus – If you have an exam scheduled to finish after the scheduled school transport collection times, you will need to arrange alternative transport home.

Exam Conditions

Candidates must not enter the exam room until directed to do so by the Examination Officer, Senior Leadership Team, or Senior Invigilator.

An exam briefing for all candidates will be given by an Examination Officer or Senior Invigilator in the exam venue before the exam begins.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You should write clearly and legibly
- The Centre Name is **Nishkam High School** and Centre Number is **20236** this will be displayed on the white board at the front of the exam room.
- Exam board, subject title, tier, paper number; and the actual starting and finishing times (AM or PM), and the date of each exam will be displayed on the guidance board.
- We will announce clearly to the candidates when to complete the details on their answer booklet, and announce any additional information.
- We will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
- We will specify the time allowed for your exam.

Exam Papers and Answer Booklets

Please Remember it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate) If you think you have been given the wrong exam paper, please raise your hand and notify an Invigilator immediately.

At the End of the Exam

An invigilator will make an announcement informing you to stop writing or stop working and put down your pens, this will be end of your exam.

- No candidate will be allowed to leave the room until the end of their published exam time.
- If you are entitled to extra time you will not be allowed to leave until the end of your extra time.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb your fellow-students who are still working.

Equipment

Only authorised material can be brought into the exam room: Black Pens, pencils, pencil sharpener, eraser, compass, ruler, protractor, highlighter and a calculator. You must bring all your equipment to every exam, if you are not allowed to use a particular item you will be informed in the briefing before your exam starts, you must hand in all unauthorised equipment to the Invigilator.

Remember that you need to write in **black ink** (Please bring spare pens)

Do not use any of the following:

- Correcting pens, fluid or tape
- Erasable pens
- Highlighters can only be used on Question Papers and Must Not be used on your answers.
- Gel Pens
- You must have a clear pencil case containing authorised equipment only
- Your water bottle must be clear / transparent and have no label or writing on it
- You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them, instructions and information will be given to you in the briefing.

Calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

It is really important that you bring a calculator to every exam, you will be asked to put it under your desk if the calculator is not allowed in an exam.

Calculators must be:

1. Of a size suitable for use on the desk
2. Either battery or solar powered
3. Free of lids, cases and covers which have printed instructions or formulae

Calculators must not:

Be designed or adapted to offer any of these facilities:

1. Language translators
2. Symbolic algebra manipulation
3. Symbolic differentiation or integration
4. Communication with other machines or the internet
5. Be borrowed from another candidate during an exam for any reason
6. Have retrievable information stored in them. This includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

Candidates are responsible for the following:

- The calculators power supply
- The calculators working condition
- Clearing anything stored in the calculator

Food and Drink in Exam Rooms

A clear / transparent plastic bottle of water (Juice is not permitted) is allowed in the exam room, all labels must be removed before entering the room.

No other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with Miss Carmichael, Examinations Officer.

What to Do If You Arrive Late for an Exam.

It sounds obvious, but...ensure that you know the scheduled date your exam will take place and whether they are morning or afternoon exams.

A register is taken at the start of each exam to check that all candidates are present if you are running late for your exam, you or your parents/carers must call the School Office requesting to speak to Mr Deeks, Mr Ruhe, Ms Gordon or Miss Carmichael so that we are aware of your position.

If you find that you are running late don't panic! When you arrive at school you should report to the Main Entrance and a member of the school office staff will contact either Mr Deeks, Mr Ruhe, Ms Gordon or Miss Carmichael

If you arrive for your exam within an hour of the PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam.

What to Do If You Are Unwell on the Day of an Exam

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the School Office and let us know so that we can help you as best we can when you arrive
- Once you are here, speak to Mr Deeks, Mr Ruhe, Ms Gordon or Miss Carmichael before your exam and update us on how you are feeling

If you feel unwell during an exam:

- Let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you

JCQ Guidance

Please read the following formal notices which are required by regulation to be given to each candidate:

- Coursework Assessments:
https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-Coursework_Assessments_2022_FINAL.pdf
- Non-Examined Assessments:
https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf
- On-Screen Assessments
https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-On-Screen_Examinations_2022_FINAL.pdf
- Written Examination:
https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf
- Preparing to sit your exams:
<https://www.jcq.org.uk/wp-content/uploads/2022/08/JCQ-Preparing-to-sit-your-exams.pdf>
- Privacy Notice
https://www.jcq.org.uk/wp-content/uploads/2021/09/Information-for-candidates-Privacy-Notice_21-22.pdf
- Social Media
https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates_Final.pdf

Examples of Approved Water Bottles:



Examples of Unapproved Water Bottles:





AQA

City & Guilds

CCEA

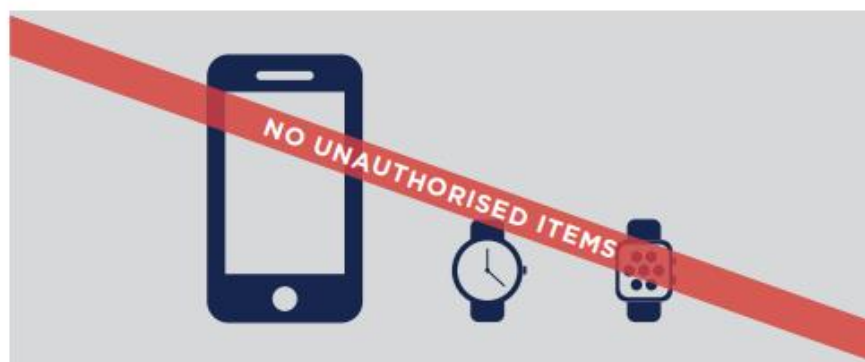
OCR

Pearson

WJEC

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.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Warning to Candidates

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.

Internal Appeals Procedure

2022-23



Appeals against internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Nishkam School and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Nishkam School's compliance with JCQ's General Regulations for Approved Centres (section 5.7) that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks for Summer 2023 Exam Series

SUMMER TERM 2022/23

15/05/2023	Final date for submitting centre assessed marks (AQA, OCR, Pearson and WJEC)	GCE	Centre assessment
15/05/2023	Date of first examination on common timetable	GCSE GCE	Exam time
15/05/2023	First date for submitting special consideration requests for timetabled examinations to awarding bodies	GCSE GCE	Exam time
08/06/2023	Contingency afternoon session in the event of national or significant local disruption to examinations in the United Kingdom	GCSE GCE	Exam time
15/06/2023	Contingency afternoon session in the event of national or significant local disruption to examinations in the United Kingdom	GCSE GCE	Exam time
21/06/2023	Date of final examination on common timetable	GCSE	Exam time
27/06/2023	Date of final examination on common timetable	GCE	Exam time
28/06/2023	Contingency day in the event of national or significant local disruption to examinations in the United Kingdom	GCSE GCE	Exam time
05/07/2023	Final date for submitting special consideration requests to awarding bodies	GCSE GCE	Exam time
16/08/2023	Restricted release of results to centres only	GCE Extended Project	Results
17/08/2023	Release of results to candidates	GCE Extended Project	Results
23/08/2023	Restricted release of results to centres only	GCSE Level 1 & 2 Projects	Results
24/08/2023	Release of results to candidates	GCSE Level 1 & 2 Projects	Results

Nishkam School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Nishkam School ensures that all centre staff follow a robust Non-examination Assessment Policy (for

the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to nonexamination assessments for GCE, GCSE, Project qualifications (include any other qualifications delivered in your centre to which these procedures apply) Note - the JCQ Notice to Centres – Informing candidates of their centre assessed marks (FAQ 1) confirms that the JCQ publication General Regulations for Approved Centres states that centres must have a written internal appeals procedure relating to internal assessment decisions in all qualifications. Details of this procedure must be communicated, made widely available and accessible to all candidates.], including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Nishkam School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Nishkam School will:

1. 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
2. Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
4. Having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within 10 days
5. Inform candidates they will not be allowed access to original assessment material unless supervised
6. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be
7. Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 10 calendar days] of receiving copies of the requested materials by completing the internal appeals form.
8. Allow 10 days 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 for the submission of marks

9. Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

This procedure is informed by the JCQ publications Instructions for conducting non-examination assessments (section 6.1), Review of marking (centre assessed marks) suggested template for centres and Notice to Centres - Informing candidates of their centre assessed marks

Appeals relating to centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms Nishkam School with JCQ's General Regulations for Approved Centres (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are made aware/informed by instructions given on exam results day

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check). This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking). This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation). This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:

- a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
- b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request

- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre. Prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

6. Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

Further guidance to inform and implement appeals procedures

JCQ publications

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>