



# Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

## Candidate Exam Handbook 2025

This handbook is reviewed and updated annually.	
Date of next review	April 2026

### **Aim and purpose of this handbook**

Castle Newnham School is committed to ensuring that candidates are fully briefed on the exam and assessment process in the school and are made aware of the required JCQ and awarding body instructions and information for candidates.

The purpose of this handbook is to:

- Complement the candidate briefing assembly
- To ensure candidates are provided with all the relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information documents and posters for candidates are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and parents/carers) to any exams-related policies and procedures that are made available on the school website

Please note that any JCQ regulations referred to in this document can be found on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

All exam policies referred to are available on the school website, or in hard copy from the school office: <https://castlnewnham.school/important-information-for-pupils-candidates-parents/>

Candidates will receive hard copies of this document and are expected to read it carefully and refer to it in case of any queries regarding their exams.

Parents/carers will be e-mailed this document prior to the start of formal examinations.

## **Exam dates and Contingency day – Summer 2025**

Every year the awarding bodies designate a 'contingency day' for examinations which is used in the event of national or local disruption to examinations. For further details see the government document regarding this at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

### **Contingency days for summer 2025 –11<sup>th</sup> June (PM) 25<sup>th</sup> June (all day)**

You are required to remain available for all the dates of your exams and until after the designated contingency day. Exams will not be re-arranged to accommodate unauthorised absences such as holidays, work experience, field trips, sporting events below international level or any personal arrangements.

### **Course work and non-examination assessments**

Please refer to the JCQ documents:

- Information for candidates – coursework
- Information for candidates – non-examination assessments

Please refer to the following school policies in the exam section of the school website:

- *Controlled assessment policy*
- *NEA assessment policy*
- *Internal appeals process*

You will be advised of the timings and details of your coursework and non-examination assessments by your subject teacher. This relates to: Art; Design Tech; French; Dance; PE; Hospitality and Catering; Music and Drama.

### **Written timetabled exams**

You will be provided with:

**Statement of entry:** please ensure you check this to ensure all personal details and exam entries are correct. If this is found to be incorrect, please contact the Exams Officer as soon as possible so any mistakes can be rectified.

**Candidate exam timetable:** please check this carefully and notify the Exams Officer immediately of any clashes or inaccuracies.

As per JCQ guidance, in the case of two exams being timetabled at the same time and the total time of the exams is less than three hours, you will take the exams one after the other with a short supervised break in between. If the total time of the exams is greater than three hours, the exam may be conducted in an earlier or later session on the same day, but you will be under school supervision between the exams.

### **Where will you take your exams?**

Written timetabled exams will take place in the main sports hall, unless you are informed otherwise on your timetable or by the Exams Officer.

### **What time will exams start and finish?**

All morning exam sessions will start at **9.00am** and all afternoon sessions will start at **1.30pm** unless you are informed otherwise on your exam timetables or by the Exams Officer. Please ensure you know the date and time of all your exams and arrive at least 10 minutes before they are due to begin.

### **Where will you sit in the exam room?**

The Exams Office will allocate seating for exams and seat numbers will be on your individual timetable. Exam tables will be numbered in accordance with the seating plan. You should enter the exam room when invited by the invigilator and find your seat in silence. If you cannot find your seat please ask the invigilators.

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

A card showing your photo, name, unique candidate number (UCI) and exam number will be placed on the exam table so it can be clearly seen by the invigilators. Senior members of school staff will be in the exam room prior to the start of the exams to assist with the identification of candidates.

### **Supervision during your exams and emergency instructions**

Exams are supervised by a team of external invigilators employed and trained by the school. Invigilators must follow strict rules and regulations when conducting exams as directed by the awarding bodies. They have a duty to report any incidences that occur during an exam to the Exams Officer who will pass the report on to the relevant awarding bodies.

This includes any instances of alleged, suspected or actual malpractice or maladministration. Please see the school website for the *Malpractice and Maladministration* policy for more details regarding this.

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

**Do not** talk to or try to communicate with, or disturb other candidates once you are in the exam room.

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

### **You are expected to listen to and follow the instructions given by the invigilators at all times.**

**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.

Make sure you add your candidate details to any additional answer sheets that you use.

**Do not** open the question paper until you are told the exam has begun.

In the case of an emergency occurring during an exam you should remain silent, listen to and follow the instructions of the invigilators and bear in mind that you remain under exam conditions at all times until told otherwise, including during any necessary evacuation from the exam room.

### **What equipment do you need to bring to your exams?**

Exam papers should be completed in **black** ink. As well as a black pen, you will also need: pencils/erasers/small ruler/protractor/compass.

The following are **NOT** to be used:

- Correcting pens/fluid/tape
- Erasable pens
- Highlighter pens in answers (although they may be used to highlight questions/words/phrases in the question paper/booklet or to highlight extracts in any resource material provided).
- Gel pens
- Blotting paper

All pencil cases **MUST** be see through.

## Using calculators

You may use a calculator in an examination unless the awarding body specifies otherwise, but it must meet the awarding bodies' regulations.

The candidate is responsible for the following:

- Make sure it works properly; check that the batteries are working properly;
- Clear anything stored in it;
- Remove any parts such as cases, lids or covers which have printed instructions or formulae;
- Do not bring into the exam room any operating instructions or prepared programs.

Calculators must not be able to offer any of these facilities:

- Language translators;
- Symbolic algebra manipulation;
- Symbolic differentiation or integration;
- Communication with other machines or the internet;
- Access to pre-stored information. This includes:
  - Databanks
  - Dictionaries
  - Mathematical formulae
  - Text

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.

Do not use a dictionary or computer spell checker unless you are told otherwise  
A calculator must not be borrowed from another candidate during an examination.

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

Food is not permitted in the exam room.

Water only is allowed but must be in see through bottles with **no labels**.

**Mobile phones; iPods; MP3/4 players or similar devices; Air-Pods, earphones/earbuds; watches of any kind are NOT permitted in the exam room.**

**PLEASE NOTE: If a mobile phone or any of the above devices are discovered in the exam room, even if turned off, it will be considered a matter of malpractice. All instances of this will be reported to the awarding body and may result in your all exam papers being disqualified.**

All watches are now required to be handed in before the exam starts.

Any unauthorised items (including notes/papers) will be removed from the exam room by the invigilators.

DO NOT become involved in any unfair or dishonest practice during your exam. If you try to cheat, or break the rules in any way this will be reported to the exam board and you could be disqualified from all your subjects.

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

All personal belongings such as bags and coats will be stored in the sports hall changing rooms during exams. Any mobile phones; iPods; Aipods, earphones/earbuds; MP3/4 players and all watches will be stored in a box at the front of the exam room.

### **What should you wear for your exams?**

You will be expected to wear school uniform for all exams.

### **Be on time for all your exams. If you are late the exam board will be notified and your work may not be accepted.**

#### **What should you do if you do arrive late for an exam?**

If you are going to be late for your exam, you or your parent/carer should contact the school as soon as possible.

##### **Late arrival**

- If you arrive before one hour after the exam has started you will be allowed into the exam room and given the full time to complete the exam.
- Please be aware that in such instances the awarding body will be notified and they may refuse to accept the completed paper.

##### **Very late arrival**

- If you arrive more than one hour after the start of the exam or after the exam has finished you will be considered as 'very late' for your exam. In this instance your parent/carer will need to ensure you are under their supervision until you are met by a member of the school's senior leadership team or Exam Officer.
- You MUST NOT use any internet enabled devices (e.g. mobile phones, tablets, laptops, PC or Smart watches). Your parent/carer will be required to sign a form stating the reason for your late arrival, the time you were supervised from and who by.
- In such instances the school may take advice from the relevant awarding body before deciding whether to allow you to enter the exam room to undertake your exam.

### **If you are unwell on the day of the exam**

- The school expects the parents/carers of any candidates who are unwell on the day of their exam to contact the school as soon as possible.
- Any candidates who are suffering from an infectious or contagious disease, but who are well enough to sit the exam, will be accommodated in a separate room.
- If you feel unwell during the exam, you must notify the invigilator as soon as possible by raising your hand.

### **Results and post result services**

- Provisional statements of GCSE results will be available for you to collect from the school from 8.30am on Thursday 21st August.
- If you wish someone else to collect your results on your behalf, please request this from the Exams Officer in writing by the last day of term at the latest. The person collecting your results will be required to provide photographic evidence of their identity.
- If you wish your results to be posted to you, please provide a stamped and addressed envelope to the Exams Officer no later than the last day of term.
- Any unclaimed results will be stored securely in the Exams Office until you are able to collect them.
- On results day, several members of staff will be available to discuss your results and help make decisions about any post results services that may be needed. Please see the table below and the school website for the Post results EARS & ATS procedure for more details of which services are available.

## POST RESULTS SERVICES

### Enquiries about results (EARs) & Access to scripts (ATS)

<p><b><u>Clerical check</u></b>  This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</p> <ul style="list-style-type: none"> <li>• That all parts of the script have been marked</li> <li>• The totalling of the marks is correct</li> <li>• The recording of marks is correct</li> </ul> <p>Please note that marks may go up or down following this check.</p>	<p><b><u>Review of marking</u></b>  This is a post-results review of the original paper by a second examiner, to ensure it is free from error and that the agreed mark scheme has been applied correctly. This service will include:</p> <ul style="list-style-type: none"> <li>• A clerical re-check and</li> <li>• A review of marking as described above</li> </ul> <p>Please note that marks may go up or down following this check.</p>
<p><b><u>Review of Moderation</u></b>  This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>This service is not available to individual candidates.</b></p>	<p><b><u>Access to Scripts – Originals</u></b>  This service is to request the original to be returned. This service is available to individual candidates or centre staff (subject to candidate permission).</p>
<p><b><u>Copies of a checked or reviewed script</u></b>  This service is to request a copy of the script following a review including any annotation by the reviewer.  Needs to be requested when requesting a review or check.</p>	
<p><b><u>PLEASE NOTE:</u></b></p> <ul style="list-style-type: none"> <li>○ A Candidate Consent Form <b>must</b> be completed for all EARs and ATS Requests.</li> <li>○ If the school supports a request for one of the above services it will pay the fee. If the school does not support the request then the fee will be payable by the candidate.</li> <li>○ A list of fees and consent forms will be obtained from awarding bodies by the Examinations Officer.</li> </ul>	

### **Certificates**

- Please note, the name on your certificate will be your *legal* name.
- There will be an opportunity to collect your certificates in November 2025. Please ensure the school has an up to date email address to enable us to inform you of the details.
- You may arrange for certificates to be collected on your behalf by providing the Exams Officer with written or email permission/authorisation; authorised persons must provide photographic ID evidence on collection of certificates.
- Any unclaimed certificates will be retained by the school for a period of three years before being destroyed.

### **Internal appeals procedure**

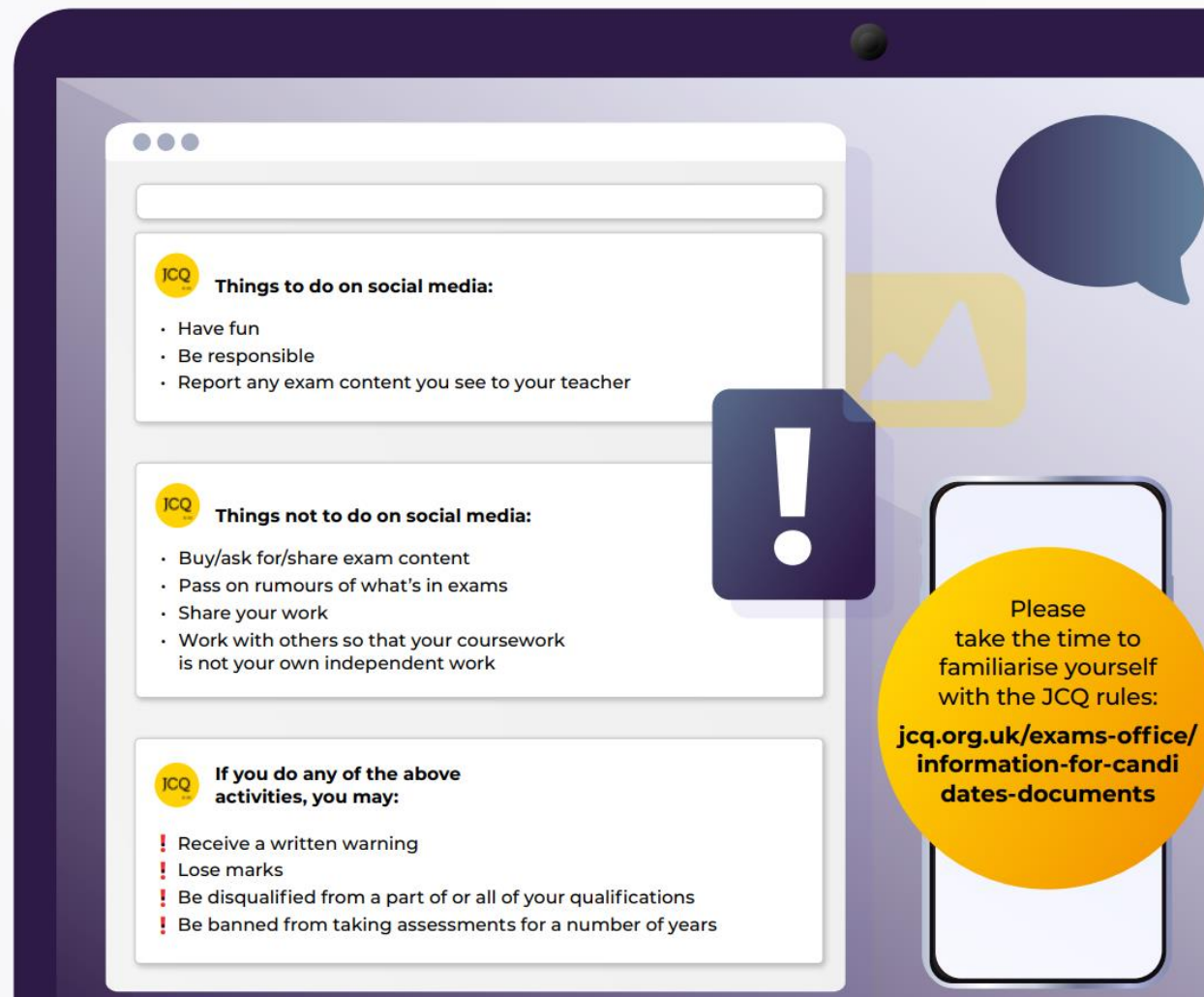
A copy of the school's *Internal Appeals* policy is available in the exams section of the school website.

### **Complaints and appeals procedure**

A copy of the school's *Complaints and Appeals* policy is available in the exams section of the school website.

**While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

**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

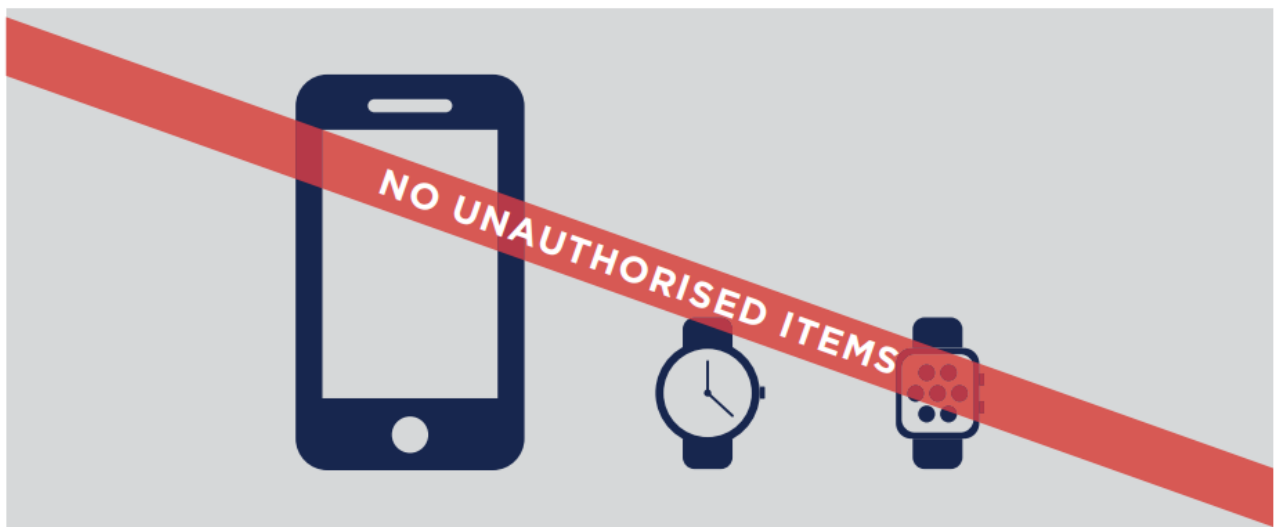
**If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking 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)

# 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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.



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.