



HOLBROOK ACADEMY

STUDENT EXAM HANDBOOK



2023/2024

NOTES:

My candidate number

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About this handbook

This handbook has been put together to help you understand the exam process at Holbrook Academy. It explains what we expect from you, what you can expect from us and how we all need to act to ensure your exams run smoothly. It explains what malpractice is and the consequences of committing malpractice.

At the rear of the booklet are the JCQ notices to candidates that you **must** read prior to sitting exams.

You will already have sat some mock exams. We run these as we would your final external exams, so you will have a good sense of what is expected, the procedures and how you should conduct yourself.

To clarify, expectations from you:

- Attend in full uniform.
- Have the correct equipment. Whilst there are exam packs available, the scientific calculator is basic. You should bring your own as you are more familiar with its functions.
- Be familiar with your timetable. Check afternoon times, they don't all start at the same time.
- Be ready to line up at the correct time. Sit in the correct seat: the wrong seat could mean sitting the wrong exam paper.
- Always follow the regulations set out by JCQ. You must read these rules carefully.
- Always be respectful of the invigilators. If you do not follow their instructions you could be disqualified.
- Read the instructions carefully on the front of your exam paper.
- Always try your best - for yourself!

What you can expect from us:

- Support: whether in your lessons, revision sessions or outside of class.
- Understanding: we know this is an anxious time for students, however, understanding the process, knowing what to expect, and having information well in advance should alleviate some of the anxiety.
- Advance information: Entry specifics, timetables and written processes will all be shared well in advance.



Timeline for 2023/2024

mocks/external exams

MONTH	DATE	WHAT TO EXPECT
September	(already issued)	Statement of Entry for November core mocks
October	after half term	Your core mock timetable with your room & seats will be issued
November	24th -29th	Core subject mocks
December	5th - 8th	Art mocks
	prior to the holiday	Statement of Entry for January option mocks & November core re-sits
January	after the holiday	Your option mock timetable with your room & seats will be issued.
	16th - 19th	Option subject mocks & core subject re-sits
	22nd - 24th	MFL speaking mocks
	after mocks	Statement of Entry issued for March mocks, timetable to be confirmed.
	towards the end of month	Statement of Entry issued for your summer exams. <i>This will need to be checked carefully to ensure that the following details are correct- your name, date of birth, that all your subjects are listed & at the correct tier level e.g. higher or foundation</i>
February	tbc	Your March mock timetable with your room & seats will be issued
	15th	Mock Results Day
February/March	tbc	BTEC H & S component 2 NEA assessment
March	1st	Drama exam t.b.c. (could change to 22nd or 28th)
	6th	Food exam Group A
	17th - 13th	2nd wave core & some option subject mocks, (see mock subject chart)
	20th	Food exam Group B
	21st-22nd	Music exam component 3
	25th-27th	Music exam component 3
Easter Holiday	-	External exam revision support
April	22nd - 26th	Art exams
	26th	Your summer exam timetable will be issued with rooms & seats
	29th - 30th	MFL speaking exams
May	1st	MFL speaking exams
	2nd	PE practical exams (proposed date t.b.c.)
	7th	Summer external exams start, see timetable
June	21st	Prom (proposed date, t.b.c.)
	28th	Official end to external exams. NO HOLIDAY SHOULD BE BOOKED PRIOR TO THIS DATE UNTIL ALL EXAMS HAVE BEEN COMPLETED
AUGUST	22nd	RESULTS DAY (school open 9.00am - 11.00am)



YEAR 11 MOCK & EXTERNAL EXAMS 2023/2024

Mock paper/content is provided in the chart overleaf

November 2023

NOVEMBER	AM		PM
	LESSONS 1&2	LESSON 3	LESSON 4&5
FRIDAY 24TH	BIOLOGY	normal lesson	MATHS
MONDAY 27TH	ENGLISH LANGUAGE	normal lesson	MATHS
TUESDAY 28TH	normal lesson	normal lesson	CHEMISTRY
WEDNESDAY 29TH	ENGLISH LITERATURE	normal lesson	PHYSICS

Those that do not perform as expected in the November Mocks will be required to resit the exam again in the January session.

January 2024

JANUARY	AM		PM
	LESSONS 1&2	LESSON 3	LESSON 4&5
TUESDAY 16TH	OPTION B SUBJECT	normal lesson	MATHS RESIT
WEDNESDAY 17TH	OPTION D SUBJECT	normal lesson	OPTION A SUBJECT
THURSDAY 18TH	ENGLISH RESIT	normal lesson	SCIENCE RESIT
FRIDAY 19TH	FRENCH/SPANISH LISTENING/READING	normal lesson	OPTION C SUBJECT

March 2024

MARCH	AM		PM
	LESSONS 1&2	LESSON 3	LESSON 4&5
THURSDAY 7TH	BIOLOGY	normal lesson	CHEMISTRY
FRIDAY 8TH	ENGLISH LANGUAGE	normal lesson	HISTORY - A, B & C
MONDAY 11TH	ENGLISH LITERATURE	normal lesson	MATHS 1
TUESDAY 12TH	BUSINESS - A, B & C	normal lesson	PHYSICS
WEDNESDAY 13TH	MATHS 2	normal lesson	MATHS 3
THURSDAY 14TH	normal lesson	normal lesson	normal lesson
FRIDAY 15TH	HEALTH & SOC - in LRC	normal lesson	SOCIOLOGY - in LRC

Summer 2024

Exams start on May 7th. All students must be available up to & including the final *Contingency Day*. Should there be any sort of national disaster occur during the exam period, exams the following day could be cancelled & rescheduled to any one of the contingency sessions. It is therefore very important that no holiday is booked prior to **29th June**.

The summer timetable for revision planning follows.

Prom Date - Friday 21st June - to be confirmed



MOCK CONTENT YEAR 11 2023/2024

MOCK PAPERS	NOVEMBER SESSION	JANUARY SESSION	MARCH SESSION
BUSINESS STUDIES	-	PAPER 1	PAPER 2
COMPUTER SCIENCE	-	PAPER 2	PAPER 1 (in lesson)
DESIGN	-	DESIGN PAPER	-
DRAMA	-	DRAMA PAPER	-
ENGLISH LANGUAGE	PAPER 1	REQUIRED RE-SITS ONLY	PAPER 2
ENGLISH LITERATURE	AN INSPECTOR CALLS UNSEEN POETRY	REQUIRED RE-SITS ONLY	POWER & CONFLICT POETRY, MACBETH, A CHRISTMAS CAROL
FRENCH	-	LISTENING /READING WRITING / SPEAKING	PART ASSESSMENTS ALL PAPERS (in lesson)
GEOGRAPHY	-	MIX OF ALL 3 PAPERS- CHALLENGE OF NATURAL HAZARDS, THE LIVING WORLD, URBAN ISSUES AND CHALLENGES, FIELDWORK	-
HEALTH & SOCIAL	-	-	HEALTH & SOCIAL PAPER
HISTORY	-	AMERICA & MEDICINE	ELIZABETHAN
IMEDIA	-	IMEDIA	-
MATHS	PAPER 1 & PAPER 2	REQUIRED RE-SITS ONLY	PAPER 1, 2 & 3
PE	-	PAPER 1	-
RELIGIOUS STUDIES	-	BUDDHIST BELIEFS & TEACHINGS CHRISTIAN BELIEFS & TEACHINGS	-
SCIENCE - ALL	PAPER 1 - BIO/CHEM/PHYS	REQUIRED RE-SITS ONLY	PAPER 2 - BIO/CHEM/PHYS
SOCIOLOGY	-	PAPER 1	PAPER 2
SPANISH	-	LISTENING /READING WRITING / SPEAKING	PART ASSESSMENTS ALL PAPERS (in lesson)



2024 SUMMER GCSE TIMETABLE

MAY

MON 1 6	TUES 1 7	WED 1 8	THUR 1 9	FRI 1 10
	BTEC H&S		RS 1	BIOLOGY 1
			DRAMA	SOCIOLOGY 1
MON 2 13	TUES 2 14	WED 2 15	THUR 2 16	FRI 2 17
ENG LIT 1	FRENCH L&R	HISTORY 1	MATHS 1	CHEMISTRY 1
TURKISH L&R	BUSINESS 1	COMP SCI 1	RS 2	GEOGRAPHY 1
MON 1 20	TUES 1 21	WED 1 22	THUR 1 23	FRI 1 24
ENG LIT 2		PHYSICS 1	ENG LANG 1	FRENCH W
TURKISH W	COMP SCI 2 SOCIOLOGY 2	PE 1		
MON 27	TUES 28	WED 29 HALF TERM HOLIDAY	THURS 30	FRI 31
MON 2 3	TUES 2 4	WED 2 5	THUR 2 6	FRI 2 7
MATHS 2	SPANISH L&R	GEOGRAPHY 2	ENG LANG 2	
PE 2 RUSSIAN L&R	HISTORY 2	BUSINESS 2	CONTINGENCY 1	BIOLOGY 2
MON 1 10	TUES 1 11	WED 1 12	THUR 1 13	FRI 1 14
MATHS 3	CHEMISTRY 2			GEOGRAPHY 3
SPANISH W iMEDIA	F. MATHS 1	POLISH, PERSIAN PORTUGUESE L&R	CONTINGENCY 2	PHYSICS 2
MON 2 17	TUES 2 18	WED 2 19	THUR 2 20	FRI 2 21
RUSSIAN W	DT	FOOD PREP F. MATHS 2		
	POLISH, PERSIAN PORTUGUESE W			
MON 1 24	TUES 1 25	WED 1 26	THUR 1 27	FRI 1 28
		CONTINGENCY		
		ALL DAY		

SAT

SUN

15

16

SAT

SUN

18

19

SAT

SUN

25

26

SAT

SUN

1

2

JUNE

SAT

SUN

8

9

SAT

SUN

15

16

SAT

SUN

22

23

SAT

SUN

29

30



Season: Summer 2021-

Name: XXXXXXXXXXXX Check spelled correctly

Year: 11

Gender: XXXX

Registration Group: XXX

Date of Birth: XX/XX/XXXX

Admission Number: XXXXXX

Candidate Number: XXXX Memorise this ULN: XXXXXXXXXXXX

UCI: XXXXXXXXXXXXXXXX

Name on Certificates: XXXX XXXXXXXX

This is how it will appear on your certificates

Entries

AQA	GCSE/9FC	8035	Geography
AQA	GCSE/9FC	8461F	Biology Tier Foundation ****
AQA	GCSE/9FC	8462F	Chemistry Tier Foundation ****
AQA	GCSE/9FC	8463F	Physics Tier Foundation ****
AQA	GCSE/9FC	8552	Design and Technology
AQA	GCSE/9FC	8700	English Language
AQA	GCSE/9FC	8702	English Literature
EDEXCEL	GCSE/9FC	1BS0	Business
EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher ****
EDEXCEL	GCSE/9FC	1PE0	Physical Education

Check that all the subjects you are studying are listed above.

**** CHECK THAT THE TIER LEVEL FOR MATHS, SCIENCE & LANGUAGES ARE ALL CORRECT.

Season : Summer 202 –

Name : XXXX XXXXXX

Check spelled correctly

Candidate Number : XXXX Memorise this number for all your exam papers

UCI : XXXXXXXXXXXXXXX

Centre Number : 19213

Year : 11

Reg Group : XXX

ULN : XXXXXXXXXXXXX



Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Tue 16 May	9:00AM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/F	Biology Paper 1 Tier F	1h 45m	GYM- Exams	J2
Wed 17 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/F	English Literature Paper 1	1h 45m	GYM- Exams	P1
Wed 17 May	1:30PM	EDEXCEL	GCSE/9FC	1PE0	Physical Education	1PE0 01	P.E. Fitness and Body Systems	1h 30m	GYM- Exams	H1
Thu 18 May	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 01	Business: Investigating Small Bus.	1h 45m	GYM- Exams	H4
Fri 18 May	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 1H	Maths paper 1: Non Calculator (H)	1h 30m	GYM- Exams	I1
Mon 22 May	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/F	Chemistry Paper 1 Tier F	1h 45m	GYM- Exams	J2
Mon 22 May	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/1	Geography Paper 1	1h 30m	GYM- Exams	G7
Wed 24 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/2	English Literature Paper 2	2h 15m	GYM- Exams	F1
Thu 25 May	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/F	Physics Paper 1 Tier F	1h 45m	GYM- Exams	J2
Mon 05 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	GYM- Exams	F1
Wed 07 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 2H	Maths paper 2: Calculator (H)	1h 30m	GYM- Exams	I1
Thu 08 Jun	9:00AM	EDEXCEL	GCSE/9FC	1PE0	Physical Education	1PE0 02	P.E. Health and Performance	1h 15m	GYM- Exams	G4
Fri 09 Jun	9:00AM	AQA	GCSE/9FC	8035	Geography	8035/2	Geography Paper 2	1h 30m	GYM- Exams	G7
Fri 09 Jun	1:15PM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/2F	Biology Paper 2 Tier F	1h 45m	GYM- Exams	J2
Mon 12 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	GYM- Exams	F1
Mon 12 Jun	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 02	Business: Building A Business	1h 45m	GYM- Exams	H4
Tue 13 Jun	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/2F	Chemistry Paper 2 Tier F	1h 45m	GYM- Exams	J2
Wed 14 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 3H	Maths paper 3: Calculator (H)	1h 30m	GYM- Exams	I1
Fri 16 Jun	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/2F	Physics Paper 2 Tier F	1h 45m	GYM- Exams	J2
Fri 16 Jun	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/3	Geography Paper 3	1h 15m	GYM- Exams	G7
Mon 19 Jun	9:00AM	AQA	GCSE/9FC	8552	Design and Technology	8552/W	Design and Technology Written Paper	2h 00m	GYM- Exams	G8

Check the start time, especially in the afternoon, they can be different depending on the length of the exam.

Printed On

Check your seat number before lining up

EQUIPMENT YOU WILL NEED

THIS SHOULD BE IN A TRANSPARENT PENCIL CASE.



BASIC EQUIPMENT REQUIRED

BLACK PEN X 2



PENCIL



SHARPENER



RULER



RUBBER



TRANSPARENT CASE

YOU MAY ALSO NEED

MATHS SET



CALCULATOR



COLOURED PENCILS E.G. DESIGN



YOU MUST NOT BRING INTO THE EXAM ROOM - IF YOU DO YOU MAY BE DISQUALIFIED

MOBILE PHONE



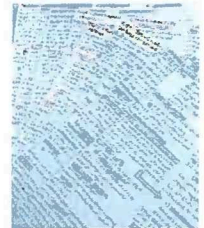
ANY KIND OF WATCH



EAR PODS



REVISION NOTES

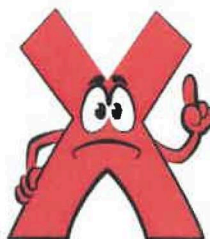


NEW THIS YEAR

ANYTHING ELSE YOU **DO NOT NEED** TO SIT THE EXAM, ESPECIALLY TECHNOLOGY



YOU MAY HAVE A DRINK OF WATER IN A CLEAR BOTTLE WITH **NO LABELS OR LOGOS.** (500ML)



500ML



Line Up Procedure

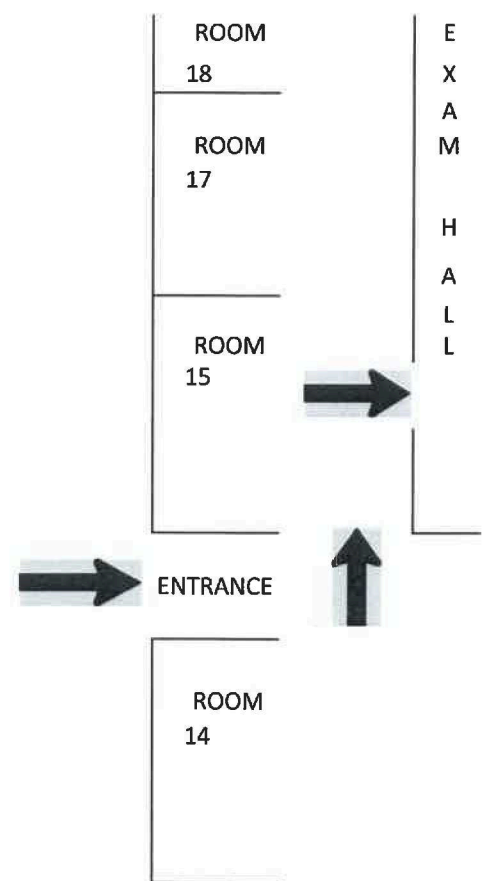
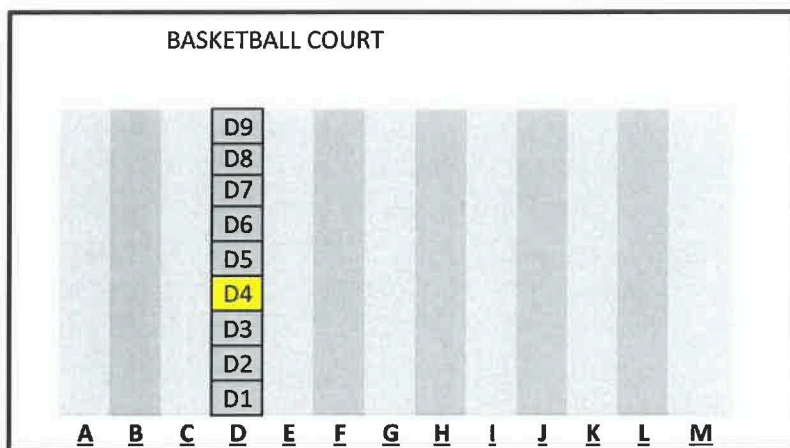
20 minutes prior to your exam start time, you should take your bags to the Dr Letman Centre & store them in the lockers.

Make sure that you have all the equipment that you will need for the exam & double check that you **DO NOT HAVE** your phone, watch, earpods etc., leave them in your bag or hand them in. **If you are caught with unauthorised equipment in the exam room, you may be disqualified.**

Once you have dropped your bags. If your exam is in a classroom, go straight there.

If your exam is in the main room, make your way to the basketball court to line up ready to go to your exam. You will line up in rows, ordered according to the seat number on your timetable for the exam that you are about to sit. The example below shows row D & your position if sitting in D4.

If it is raining, the above procedure will take place in the DLC.



A register will be taken as you line up to check everyone is present. When this is done, you will then be told to walk across to the exam hall, row by row, starting with row M.

You should walk in silence.

REMEMBER: Once you have entered the exam room, you are under exam conditions. Any occurrence of malpractice must be reported to JCQ from the point of entering the room, **even if the exam has not officially started.**

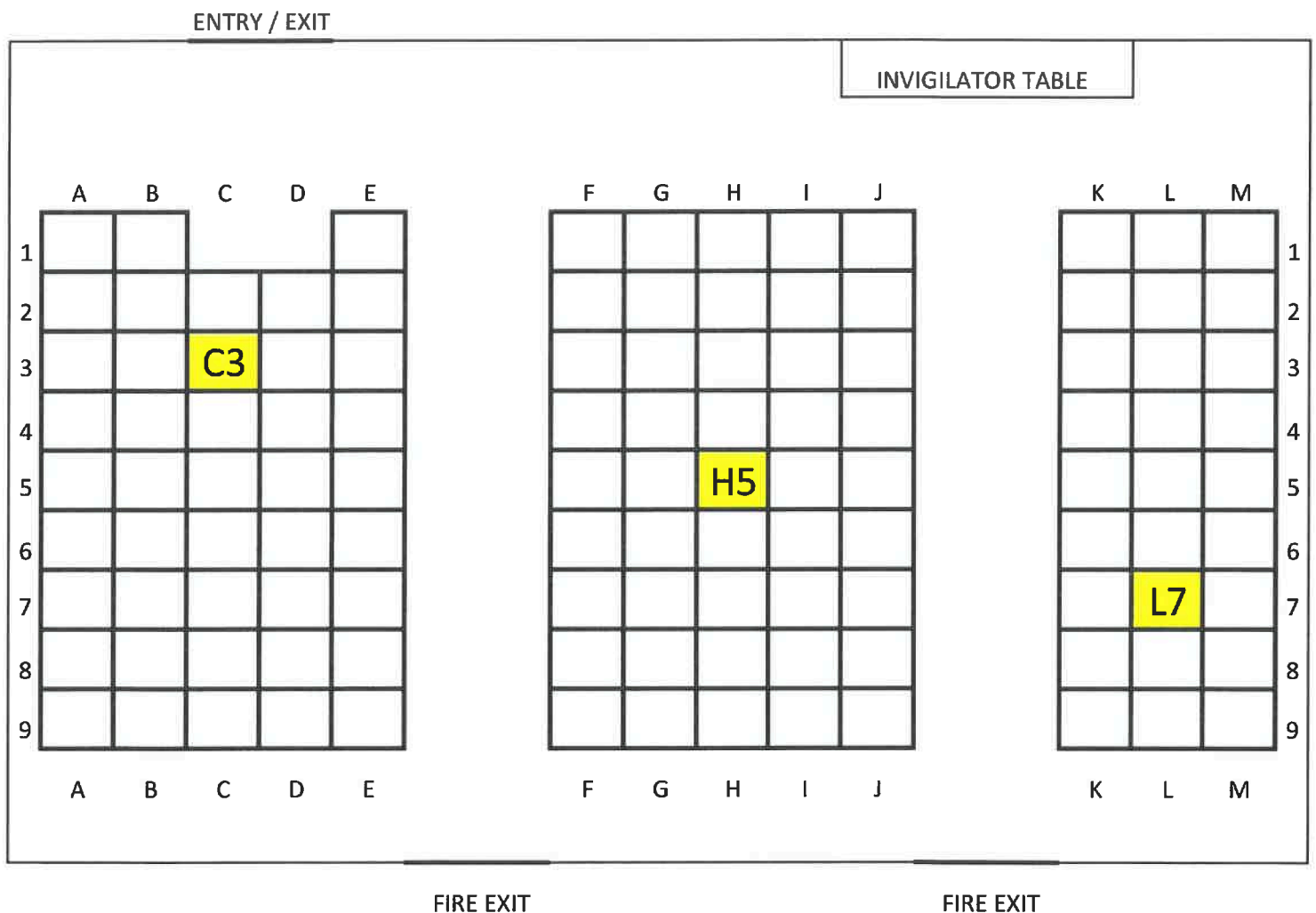
HOW TO FIND YOUR SEAT



The exam room is set out in a grid.

You will find your seat as you would plot co-ordinates, examples below for seats C3, H5 & L7.

The Gym Layout

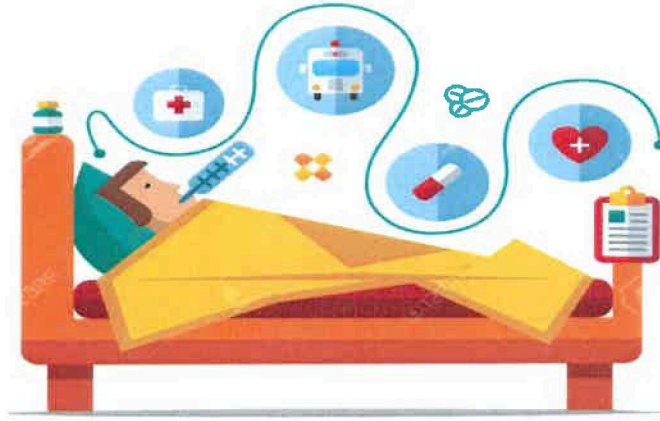


Ensure you know your seat number before going to line up.

If you have misplaced your timetable, you can check where you are sitting by looking at the seating plan that will be displayed in the DLC.



01473 328317



Unwell on Exam Day?

If you are too unwell to come in for your exam, you must notify the school as soon as possible on the day.

You will need to provide medical evidence to say that you were too sick to sit the paper, without this we cannot apply to the Exam Board for special consideration to be taken into account.

If you have a slight cold, sore throat or headache, it is expected that you take medication & come in. It is only when you are really poorly & you cannot sit the exam, have COVID, or symptoms of COVID with a high temperature, that we can make an application to the Board. If you do not turn up due to a minor ailment you will be marked as absent & no marks will be awarded for that exam.



Before the exam

The night before check that you have all your equipment ready and you know what time your exam will start.

Ensure that you have plenty of sleep. Eat breakfast and lunch.

Arrive in plenty of time, wearing the correct uniform.

Once you arrive in school, register at 8.30am, check your seat number and then follow the line-up procedure. **Ensure you do not have any unauthorised material; hand it in or leave it your bag, students were disqualified at this centre last summer, it is rare but it does happen.**

During the exam

You must follow the instructions of the invigilator at all times.

Remember, malpractice must be reported from the point of entering the room, even if the exam has not yet started.

You must remain silent whilst in the exam hall.

You must face the front, do not turn around, try and catch anyone's attention, giggle, be silly; all these things are regarded as trying to communicate. This is malpractice and you could be disqualified.

If you need help, put your hand up and the invigilator will come to you. They cannot help you interpret the question, with spelling or the meaning of words, but they can help if you need extra paper or your pen has run out.

The invigilator will read out the JCQ instructions prior to every exam.

Listen carefully. They will tell you to check your pockets for any unauthorised material. They will tell you when to fill in the front cover of your paper, when to read the instructions and when you can open the paper to start your exam. Please note that writing anything on your paper or opening it before being instructed is malpractice.

Please ensure that you go to the toilet before the exam. If you really need to go during the exam, then put up your hand and you will be escorted. Be aware that the invigilator will make a note of this on the seating plan with the time as all comings and goings from the exam hall must be logged. This disturbs the exam and can be classed as malpractice if not a genuine, urgent need, or excessively used.

If you feel unwell during the exam, put your hand up and you will be escorted to the Medical Officer.

Once you have finished working, you must remain silent, sit and face the front until your allotted time has ended, others will still be working.

If, in the unlikely event that the fire alarm goes off, put your pen down, close your exam paper and await instructions from the invigilators. You must leave your paper on your desk. You must not talk to anyone during the evacuation as this could be seen as malpractice, the exam is still taking place so you are still under exam conditions. Any time lost will be added to the finish time so you will get the full time allowed and an application for special consideration will be submitted to the relevant exam board for the disturbance caused.

At the end of the exam

At the end of the exam the invigilator will tell you when to put your pen down. Papers will be collected, during which time you should remain silent and face the front. Exams are not all the same length of time, so some students may still be working even though your exam has finished.

Once all papers have been collected for your particular exam, you will be dismissed a row at a time. You must not take any exam stationery with you. You must remain silent until well away from the exam hall. Disturbing an exam is malpractice, even if you have left the room.

You should collect your bag as quickly as possible and return to the lesson on your timetable, or revision session, whichever is applicable.

Following the exam

Once all students have sat their exams, Mrs Short and one of the invigilators check that all papers have been collected for all students present in the exam. The front page is always checked to ensure your name & candidate number are filled in, therefore do not panic if you think, after the exam, that you may have missed some of the information. Do your best to complete the details when requested, in black ink.

Results Day

Results day next summer, 2024, is **Thursday 22nd August**. School will be open **9.00am - 11.00am** for collection.

If you will be unavailable to collect your results, you can do one of three things:

- 1 Provide a signed, handwritten note authorising a named third party to collect them on your behalf; a friend, sibling, or relative for example.*
- 2 Provide a signed, handwritten note authorising Mrs Short to email your results to you. **Please clearly indicate the email address to which you wish them to be sent as your school email address may have been deactivated.***
- 3 Provide a stamped addressed envelope showing the address you would like them posting to, with a signed note indicating that this is your preferred method to obtain your results.*



Special Consideration

When a student is disadvantaged during their exams the exam boards can sometimes make mark adjustments as part of a process called special consideration.

If a student is fully prepared for the exam but is disadvantaged due to illness whilst sitting the exam, absence due to being too ill to sit the exam, or other unavoidable circumstances beyond their control at the time of the exam, special consideration can be applicable. A student must have completed at least 15% of the total assessment for the subject award in order for special consideration to be applied.

Special consideration can also be applied for domestic upset such as a parent or sibling being extremely unwell, or a family bereavement.

In all the above circumstances, evidence will be required to send to the exam board; a medical certificate, a hospital letter, or we can supply an official *self-certificate form* which must be signed by the candidate and their parent or guardian, giving all the details of any illness or absence.

Special Consideration can also be applied due to a disturbance during the exam; building work, fire alarm for example. Under these circumstances the disturbance noise should be excessive & ongoing. We cannot apply for noise caused during lesson change over, exams are held in school so such noise is to be expected within reason, as long as the centre has ensured that everything has been done to minimise general noise levels with signage etc. then special consideration does not apply for such short term disturbance. Should the fire alarm go off, or for other similar circumstances, the Examinations Officer will apply automatically for the whole cohort affected.

If there is anything at all that you feel is affecting your performance during your exams, speak to the Examinations Officer who can advise you further.

Special Consideration is applied according to the severity and timeframe of the *disadvantage*. A small percentage is added to the raw mark. The percentage is determined using the guidelines agreed by all awarding bodies and published by JCQ.

If you are absent from an exam, the calculation of the missing mark takes into account your performance in the other comparable units of the exam and the national average for those units. The assumption is that you will perform as well, no better, no worse, on the paper that you missed.

It is important to note that special consideration can only ever go some way towards compensating a student who has been disadvantaged during an exam. It is not possible to reflect what might have been achieved in more favourable circumstances.



Post Results Services – Enquiries About Results

Following receipt of your results, should a grade not be as you expected, there are several options available.

In the first instance request and complete **Form 1**

This will enable you to ask the Exams Officer to request your paper(s) back from the exam board.

You can then further request that your teacher look at the papers to ascertain whether, in their opinion, the grade is correct, or whether they feel it may not have been marked in line with the mark scheme.

If your teacher feels that the paper was not marked in line with the mark scheme, they may request a 'review of marking', in which case we will then send you **Form 2** to complete.

This will request your permission to apply for the 'review of marking'. We must have your permission and you must also confirm that you are aware that your marks, and subsequently your overall grade, can go down as well as up. In the event that your teacher requests a review, with your permission, the school will pay the fee.

If they feel that the grade is fair, marked within tolerance of the mark scheme, you will then be able to have your papers to view where you maybe went wrong, or did not answer the question expansively enough or simply answered incorrectly.

If your teacher has viewed your papers, believes it to have been marked correctly within the tolerance allowed of the mark scheme, and you are still not happy, you can apply to request a review of marking yourself, however, there is a cost involved that varies from board to board.

If this is the case and you do wish to privately pay for an ***enquiry about result***, then you will need to complete a form depending upon which board provided the exam paper. The form will indicate the fee payable for that board.

Please be aware that the cost indicated is for each paper, in Geography for example, candidates do three exam papers, therefore, should you be looking for a couple of marks to achieve the higher grade, it may be a case of having to review all three papers to be sure no marks are missed.

You are not allowed to make any EAR request until you have received & viewed your results. You can request any of the above forms by emailing:

postresults24@holbrookacademy.org

If you have done well, your teacher may ask if they can have access to your script(s) for teaching & learning purposes, this means that they will use your paper as an example to future students. In this case your teacher will contact you for permission & ask that you request **Form 3** via **postresults24@holbrookacademy.org** to complete giving your authorisation.

You do not have to agree, the form will give you the option to decline your permission, however, if you agree there will be an option to say that you are happy for your name to be attributed to your work, or an option to request that your name is obscured, so that whilst you give permission to use your script(s), you will be anonymous.

Student Malpractice – what it is & the consequences

A centre must now advise candidates ahead of any exam season what malpractice is & of all consequences that could be imposed.

Definition: Malpractice means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken. This can be intentional or unintentional.

JCQ advise that the best way for us, as your centre, to protect you, as candidates, against malpractice is to make sure you're following all of the requirements contained in the Instructions For Conducting Exams booklet, (ICE). This covers all of the regulations around the conduct of examinations & NEA assessments.

It is important that students know what's expected of them. In particular, we are to make sure you know:

- 1 what to do in the exam room & how to behave
- 2 where you are meant to be, & at what time
- 3 what you are not allowed to bring into the exam room e.g. mobile phones, watches
- 4 the possible consequences if you are found to have breached the exam or assessment regulations.
- 5 for an NEA, that any work you do must be your own – that you must not plagiarise by copying from the internet or from other students.

This booklet is to help you with all of the above points & help you avoid committing malpractice, intentionally or not.

If you do not follow the rules or conduct yourself properly, sanctions will be imposed by the exam board & you could be disqualified from a particular paper, the qualification or sitting exams, depending upon the severity of the malpractice committed.

The following information we must advise you of; it is not to scare or worry you, it is a requirement of the centre under regulations.

As long as you turn up on time, follow instructions, do not try to communicate, disturb the exam, bring anything into the room that you are not supposed to, or cheat in assessments by copying from the internet or peer, you will be fine.

Candidate malpractice

These are all the examples of malpractice listed in the **JCQ Malpractice Policy 2023/24**.

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted; 39
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with others, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework, non examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;

- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- personation: 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, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- theft of another candidate's work;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

NOTE: All of the above malpractice examples apply as soon as you walk into the exam or assessment room, even if there are students still arriving & the exam as not yet begun.

Remember: Exam conditions from the second you step inside.

Consequences

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1 - Warning

The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2 - Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non examination assessment if this consists of several items.

3 - Loss of all marks for a component

The candidate loses all the marks gained for a component. A component is more often a feature of a linear qualification than a unitised qualification, and so this sanction can be regarded as an alternative to sanction 4. Some units also have components, in which case a level of sanction between numbers 2 and 4 is possible.

4 - Loss of all marks for a unit

The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised. For linear qualifications, the option is sanction 3. This sanction usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5 - Disqualification from a unit

The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 7. The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6 - Disqualification from all units in one or more qualifications

If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.) This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

7 - Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.

8 - Disqualification from all qualifications taken in that series

If circumstances justify, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications

9 - Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Please note:

A permanent record will be kept of the impact of any sanctions on an individual candidate's results.

As a centre, we must inform candidates that for any individuals found guilty of malpractice, information may be passed on to other awarding bodies and/or other appropriate authorities. This information will typically include the names, offences and sanctions applied to those found guilty of breaching the published regulations.

Managing exam stress

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

Here are some tips and techniques you can try if you feel stressed before and during exams.

Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your successes in revision tasks and know when you do well.
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind.
- Eat the right foods and drink lots of water – for example, too much coffee and sugar can make you feel more anxious as they are stimulants.
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practise your relaxation techniques so they are natural to you by exam day.
- Plan your exam day so you feel in control; allow for travel and proper meals.

During your exams

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone.

You can also search for advice on the internet if you need more ideas to find what works for you during exam time.

After your exams

Sometimes exam stress doesn't just disappear once you have finished your exams, as you might be worried about your results. There are post-results options available to you if you don't get the results you need. But until then, take time to celebrate completing your exams and your achievements so far.

Information for candidates

Written examinations

With effect from 1 September 2023

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, a watch, AirPods or earphones/earbuds.

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

Non-examination assessments

Effective from 1 September 2023

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 or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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, ideas or outputs 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.

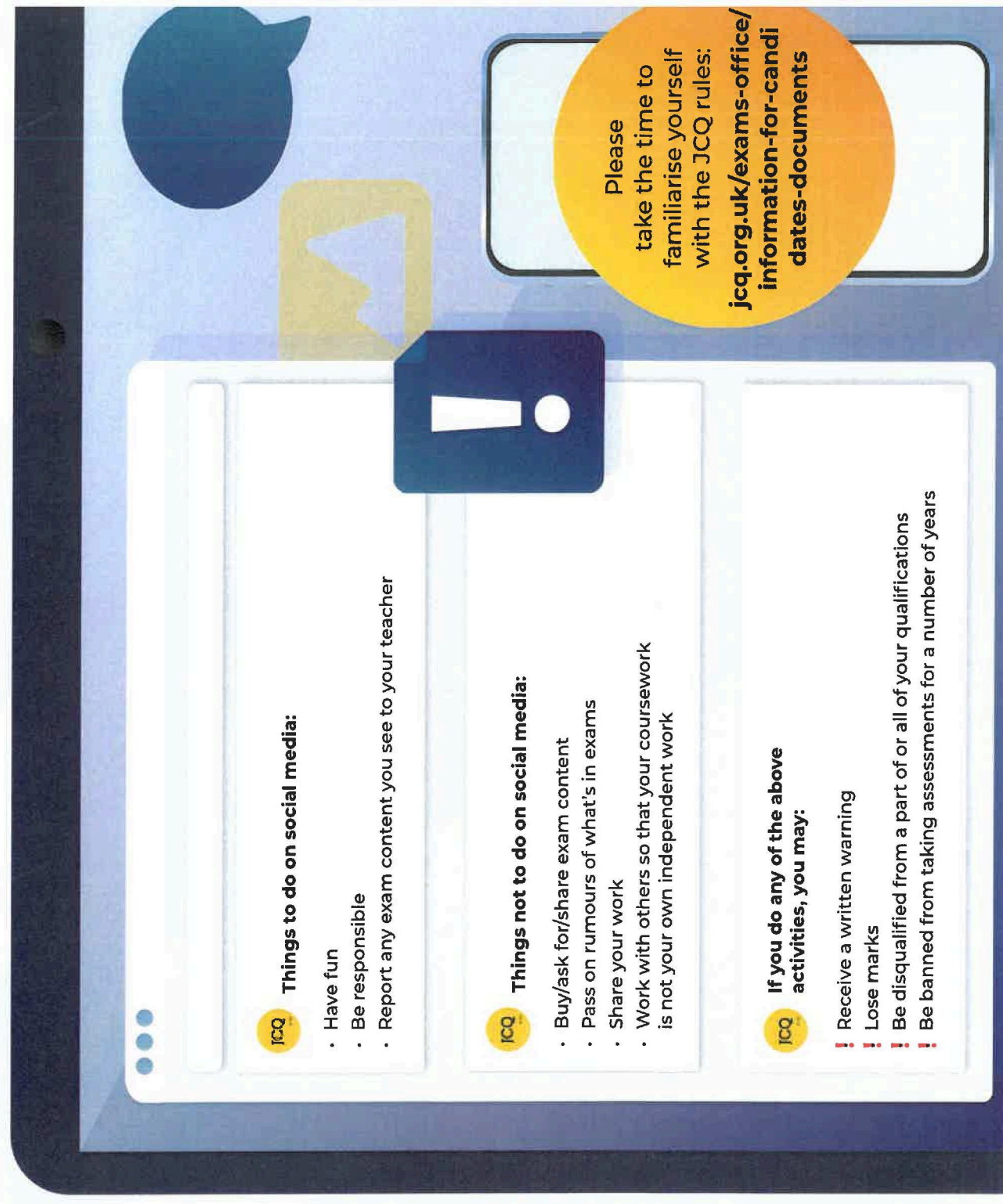
The awarding body will decide which penalty is appropriate.

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

Information for candidates Using social media and examinations/assessments

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





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

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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.