



DEAN TRUST Ardwick

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Candidate Mock Exam Handbook 2018 - 2019

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Introduction

Dean Trust Ardwick is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in our centre and are made aware of the required JCQ awarding body instructions and information for candidates. In this booklet you will find all relevant documentation to provide you with the information to inform you of all aspects of the mock examination period.

The handbook should help to answer all the questions you may have.



Ms S. Finlay
Headteacher

Examination Team



Head of Centre: Ms Suzanne Finlay



Examination Officer: Ms Chris Allen



Lead Invigilator: Mrs Susan Harrison



Invigilator: Ms Faiza Zia

Exam Timetable - Where and when?

You have been provided with your examinations timetable. This will show all the information in regards to your examinations.

A seating plan will be displayed outside the examinations room.

It is your responsibility to ensure that you know where you are sitting.

If you think you should have been entered for an exam not showing on your timetable or you are unsure about any of the information, please see your exam subject teacher in the first instance.

For security reasons you must sit in the seat allocated for you.

Before the Exam

Candidate Number

You have been allocated a 4-digit exam candidate number which will be on your statement of entry and individual timetable. Please learn it. This number is unique to you throughout your time at Ashton on Mersey and is used by the Awarding Bodies to identify you for all your exams. You will normally be seated in candidate number order and you will need to write this number on all your exam scripts.

Centre Number

A unique number which identifies the school to the Awarding Bodies: Dean Trust Ardwick's is **33153**. You will need to write this on all your exam scripts. It will be displayed in the exam room.

Equipment

Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens and a pencil. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must never try to borrow equipment from other candidates during an exam.

On Exam Day

Morning Exams

You must arrive at school by 8am when you have an exam in the morning.

You should enter through reception, where you will be registered. You will then head straight up the stairs to the 2nd floor English classrooms where revision sessions will be available. Once the bell rings, you will go to form and from there, will be escorted to the library where your bags and coats will be left securely for the duration of the exam.

Check the seating plan outside the room to make sure there are no last minute changes and sit in the correct seat. An ID card will be on your desk showing your name and candidate number. You must not graffiti or damage this card.

Bring all your equipment in your Dean Trust Ardwick transparent pencil case. If you bring a bottle of water, make sure it is in a clear plastic bottle with any labels removed.

Do not keep your mobile 'phones, smartwatches or headphones on your person, they **MUST** be turned off and put in your bag in the library before the exam starts. Awarding Bodies deal very severely with candidates who ignore the regulations. Misconduct may lead to loss of all marks for a paper and ultimately the Awarding Body could decide not to award you a grade.

If you are too ill to attend an exam your parent/carer must inform school before 8.30am on the day. If you fail to attend without a valid reason, you may be charged for your entry fee.

If you are delayed you must contact school. It may be possible for us to help you get to school in time to sit the exam. Students who arrive very late may still be allowed to sit the exam but a report must be sent to the Awarding Body and they could refuse to accept your work.

Exams starting after break or after lunch

If your exam starts after break, you should enter the building from break time through the dining hall doors. You will go straight to the library to leave your bags and coats.

If you do not have an exam

If you do not have an exam during a period of the day, most of the time you will be going to normal lessons. On rare occasions, you should go to the Sports Hall and these times are shown on the separate timetable you have been given.

During the Exam

Invigilators

The school employs external invigilators to conduct examinations and ensure JCQ (legal) procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you. They cannot tell you how much time you have had, or how much time you have left.

If you need assistance, e.g. can't see the clock, feel ill, need more paper, raise your hand and wait for an invigilator to come to you. Never try to communicate in any way with other candidates.

- Check you have the correct paper, especially if there are higher and foundation tiers.
- Read all the instructions carefully before you start to answer the questions.
- Don't use eraser pens, brightly coloured pens or highlighters within your answers.
- You may underline or annotate key words in the question, plan your answers or make notes of reminders on your paper.
- Put your candidate number, centre number and legal name on all the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.
- Do not graffiti your exam paper as the examiners will see this.
- Do not graffiti the desk or your identify card.

Toilet breaks

Toilet breaks are only permitted during exams lasting more than 1 hour and only under extreme circumstances e.g. illness. You will only be allowed if you have been provided with a toilet pass by your PSM following a letter from home and have this with you. If you are permitted to go to the toilet, you will be accompanied by an invigilator.

Leaving the exam room

You will not be permitted to leave the room until the end of the exam when the senior invigilator dismisses you. If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room.

How your identity is confirmed in the exam room?

Candidates will have an identification card placed on their desks.

This will have a photograph of the candidate, full name, Candidate examination number and the Centre number

These are needed to ensure the invigilators know the right candidate is in the right seat.

Seating plans of every examination are kept for inspection by the awarding bodies until after the examination cycle to assist in any reports of malpractice.

Please do not remove, deface or turn upside down your identity cards.

Supervision During Your Exams

Exams are supervised by a team of invigilators. They must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

The invigilator is the person in the examination room responsible for upholding the integrity of the external examination / assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administration failures

Their duties include:

- To ensure candidates sit in the correct seat in the correct venue
- To issue all appropriate warnings and instructions to candidates
- To report any instances where a candidate has failed to follow the strict rules to the Awarding Body who will complete make the decision as to the outcome (e.g. disqualification).

What will happen in a mock exam if I break the JCQ rules?

During the final external exams, any candidate breaking the JCQ rules will be reported to the Awarding Organisation, following the legal requirements.

However, during the mock exams, a different procedure will be followed because the exams are internal:

- 1) The member of SLT On-Call will be radioed to remove you from the exam room.
- 2) Following this, a letter will be sent home, confirming that you have broken the required procedures for conduct within an external exam.
- 3) Your parent/carer will be required to attend a meeting with a member of SLT where a decision will be made whether to withdraw you from the rest of the mock exams in the Hall. If this is the case, your exams will be completed in isolation.
- 4) Based on your continued conduct, a decision will be made as to whether your grades will be counted and whether entry into the qualifications is still a viable option.

Frequently Asked Questions

Q. Which JCQ documents do I need to read before my exams and where do I find them?

You can find the JCQ “Information for candidates” documents in the Exams section of the Dean Trust Ardwick website and in this booklet.

“Information for candidates – Privacy Notice” all exam candidates must read

“Information for candidates - For written examinations” all exam candidates must read

“Information for candidates – Guidelines when referring to examinations/assessments through the Internet” all candidates must read.

“Information for candidates - For on-screen tests” read if you are sitting an onscreen test

“Information for candidates - GCSE controlled assessments” (if you are studying a subject that has a controlled assessment unit – check with your teacher if you are not sure)

“Information for candidate: non-examination assessments” (read if you are studying a subject that has an non-exam assessment unit – check with your teacher if you are not sure)

“Information for candidates – GCE, ELC and Project qualifications – coursework assessments” (read if you are a 6th form student doing coursework for GCE or Project).

Q. What is malpractice?

Candidate Malpractice can take many forms but some obvious examples would be breach of the instructions or advice of an invigilator, copying from another candidate, disruptive behaviour in the examination room, bringing unauthorised material into the exam room, plagiarism.

Penalties range from a warning up to disqualification from all the examinations in a series and being barred from entering examinations for a set period of time for the most serious offences.

The School must report cases of suspected malpractice to the appropriate awarding body. Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report. Full details of what constitutes malpractice and examples of penalties that may be applied can be found on the JCQ website <http://www.jcq.org.uk/exams-office/malpractice>

Q. If I miss the examination can I take it on another day?

No, you must attend on the given date and time.

Q. If I am late can I still sit the examination?

Yes. Telephone school to let us know you are on your way and when you arrive go to Reception. You must not enter an examination room without permission after an examination has begun. You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. What are Access Arrangements?

Some candidates qualify for different exam arrangements (e.g. extra time, word processor, reader, modified papers). Applications for access arrangements must be made by the school at the start of your course of study. They require appropriate evidence of need and must reflect your normal

way or working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

Q. I am entitled to Access Arrangements – how will this affect the way I take my exams?

Access Arrangements include extra time, readers, prompts, scribes and use of word processors. Where possible, such candidates will be seated together in smaller venues to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam.

Q. What do I do if I have an accident or am ill before the exam?

Inform the Exams Officer immediately. We may need to give you temporary access arrangements or apply for special consideration after your exam.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed before you go home after the exam.

Q. What is Special Consideration?

Sometimes adverse circumstances just before or during exams can affect your performance on the day. AOs do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you. Applications for special consideration must be made immediately after the exams are completed.

Q. What items are NOT allowed into the examination room?

- No food is allowed in the exam room.
- Water in clear bottles without a label is permitted.
- Bags and coats must be left in the library.
- Mobile telephones, iPods, smartwatches, mp3/4 layers or any other electronic storage device. You are strongly advised to leave your 'phone at home. If you forget and bring it with you to school, you must switch it off and place it in your bag.
- Wrist watches if worn **NVTU** be removed and placed on the desk in front of you.



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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2018

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 formulas; 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. Follow their instructions at all times.
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	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 fill these details in on any additional answer sheets that you use.
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.
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2018

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

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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 these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your 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. 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not 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 or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that 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

Notes

Notes

Notes

Dean Trust Ardwick

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