



Nidderdale High School

A MOORLANDS LEARNING TRUST ACADEMY

**EXAMINATIONS  
HANDBOOK FOR  
STUDENTS**

## INTRODUCTION

Exams are a crucial part of your life and Nidderdale High School will make every effort to ensure you receive the best possible preparation, that the administrative arrangements run smoothly and that exams are conducted in a way that will make the experience stress-free and successful. Your forthcoming exams can influence what you do in the future, so it is very important that you have as much information as possible.

This Handbook aims to be informative and helpful to you and your parents/carers. It also contains Joint Council for Qualifications (JCQ) formal notices that are required by regulation. **PLEASE READ THIS HANDBOOK CAREFULLY.**

If you or your parents/carers have any queries, need help or advice at any time before, during or after your exams, please contact the Exams Officer.

Information regarding exam timetables and policies can be found on the School's website: [www.nidderdale.n-yorks.sch.uk](http://www.nidderdale.n-yorks.sch.uk)

We wish you the best of luck in all your forthcoming exams.

Ms K Jordan  
Headteacher

Mrs N Murgatroyd  
Data Manager & Examinations Officer

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# BEFORE EXAMS

## EXAM BOARDS & EXAM SERIES

- The School uses the following exam boards: AQA, Edexcel/Pearson, OCR and WJEC/Eduqas.
- The summer exam series runs through May and June each year.
- **Contingency Day for GCSE Examinations 2024**  
In advance of the Summer examination period we are advised to make you aware that should there be sustained national or local disruption during the 2024 examination period, any affected exams will be re-scheduled for the 26th June 2024. Therefore, all students of examination age must be available up to and including the 26th June 2024.
- Effectively, no holidays or absences in term time should be booked in the examination window that starts on 1<sup>st</sup> March 2024 and closes after 29th June, 2024.

## EXAM REGULATIONS

- Copies of the **JCQ Warning to Candidates, Information for Candidates** are available on the school website. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

## EXAM CANDIDATE NUMBER & CENTRE NUMBER

- You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number: **48249** - **please remember these**.

## TIMETABLES

- Once your entries have been confirmed with the Director of Learning for each subject, you will be issued with your personal exam timetable. **Please check this carefully**. If you have any queries, inform the Exams Office immediately. **YOU are responsible for knowing the dates and times of your exams** - put these in your Planner or diary as soon as you receive your timetable.
- Unfortunately, the Exams Office cannot provide individual timetables prior to exam entries being confirmed. Full exam timetables is on the school website, [www.nidderdale.n-yorks.sch.uk/exams](http://www.nidderdale.n-yorks.sch.uk/exams)

## SPECIAL EXAM ARRANGEMENTS

- If you have been granted special arrangements in exams following confirmation by Mrs Blunstone (SENCO) and approval by the exam boards, you will be informed of these arrangements separately.

## DURING EXAMS

### DRESS CODE

- Full school uniform and correct dress code is required for all exams.

### PERSONAL BELONGINGS

- Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in your locker/ the white lockers outside the main hall.

### SEATING PLANS

- Seating plans will be posted outside the exam room before each exam commences and are listed in Candidate Exam Number order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

### EXAM CONDITIONS

- You are under strict exam conditions from the time you enter the exam room until the time all candidates leave.

### LATE ARRIVAL

- If you arrive late for an exam, you must go immediately to Reception. The School will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that exam boards may not accept work from candidates who arrive very late.

### BE PREPARED

- Exams start at 9.00am and 1.30pm. Make sure you arrive in school at least 15 minutes prior to the start time of each exam and wait quietly outside the exam hall until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Invigilators at all times. **Pencil cases must be see-through.**
- Pens should be **black ink or black ballpoint**. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed in your answers, you may use highlighters to annotate inserts/questions.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.

- Write your name, exam candidate number and centre number on all answer booklets and additional sheets.
- Mobile phones and watches should be left switched off in your bag or at Reception. Watches of any kind are not allowed in the exam room.

## CALCULATORS

- You are responsible for making sure that your calculator meets the exam boards' regulations and that it is in good working order.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>- Of a size suitable for use on the desk</li> <li>- Either battery or solar powered free of lids, cases and covers</li> </ul> <p>Candidates are responsible for the calculators power supply and working condition, and for clearing anything stored in the calculator.</p>	<p><b>Calculators must not:</b></p> <p>Be designed or adapted to offer any of these facilities</p> <ul style="list-style-type: none"> <li>- Language translators</li> <li>- Symbolic algebra manipulation</li> <li>- Symbolic differentiation or integration</li> <li>- Communication with other machines or the internet</li> </ul> <p>Be borrowed from another candidate during an examination for any reason.</p> <p>Have retrievable information stored in them; this includes:</p> <ul style="list-style-type: none"> <li>- Databanks</li> <li>- Dictionaries</li> <li>- Mathematical formulas</li> <li>- Text</li> </ul>
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**A series of FAQs on the use of calculators in examinations may be found at:**

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

## MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

- **Mobile phones, iPods, MP3/4 players, wrist watches, smart watches, Airpods, earphones/earbuds or any other products with text/digital facilities MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.**

Other forms of malpractice include:

- Being in possession of unauthorised materials eg. revision notes, reading pens
  - Communicating with other candidates (by talking, signing or otherwise)
  - Copying from other candidates
  - Sitting an exam in the name of another candidate.
- Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures*. The school is required to report any suspected malpractice.

## FOOD & DRINK

- No food or drink is allowed in the exam room except for water. Bottles should be transparent and must have labels removed. Chewing gum is not allowed.

## AT THE END OF AN EXAM

- Make sure you have completed your candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required.
- At the end of an exam, all work must be handed in - remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must **NOT** be taken from the exam room.
- You must remain seated until told to leave. When directed please leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

## INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.

- Invigilators cannot give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly. Your conduct will be reported to the exam board and you may be penalised.

## **ABSENCE FROM EXAMS**

- If you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, inform Mrs Murgatroyd immediately. Special consideration may be applied for in some cases.
- If you are unable to attend an exam due to illness or some other serious reason, your parent/carer must contact School Reception before 9.00am on the day of the exam. Medical evidence **must** be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to the School.
- Misreading your timetable is not an acceptable reason for absence.

## **EMERGENCIES**

- If the **fire alarm** sounds during an exam, don't panic! The Invigilators will tell you what to do. If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Close your answer booklet and leave everything on your desk. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not open your answer booklet until the Invigilator tells you to. You will be allowed the full duration time for the exam and a report will be sent to the exam board detailing the incident.

## **BOOK RETURN**

- All text books belonging to the School must be returned on the day of your last exam in each subject.



# AFTER EXAMS

## NOTIFICATION OF RESULTS

### GCSE

Thursday 22<sup>nd</sup> August 2024

- Results for the May/June (Summer) series will be released to candidates on the date above. The exact method will be communicated nearer the time.
- It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.
- If someone else is to collect your results, the collector will require a completed Results Day Collection Form (available to print from the school website) and some form of ID.

## POST RESULTS

- Results Guidance sheets will be available on the above dates. If you want to have any papers reviewed or scripts returned the relevant form will be available on Results Day.
- Please be aware of the deadline dates on the forms as these are set by the exam boards not the school. We are unable to process review requests without the completed signed form even if a payment has been received before the deadline date.
- If you require advice on results day the Exams Officer, Careers Adviser and senior staff, will be available.

## CERTIFICATES

- Certificates are issued towards the end of the autumn term. Contact will be made to advise the exact method.
- If you wish a relative or friend to collect your certificates, the collector must have a signed letter of authority from you.
- **Remember - your certificates are extremely important documents and must be kept safe.**
- School will keep your certificates for 2 years after they are issued to you. After that we are not obliged to store them. Exam boards will not be able to reproduce your certificates if lost; they will provide a statement of results. The cost for this service is currently £43.

# COURSEWORK & CONTROLLED ASSESSMENTS

## COURSEWORK

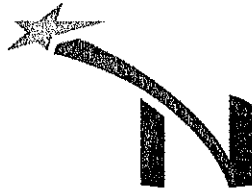
- Coursework and controlled assessments are also subject to JCQ rules and regulations. You must make yourself familiar with the notices in this Handbook. If there is anything you do not understand, discuss with your subject teacher.
- The regulations state that;

**"the work which you submit for assessment must be your own"**

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

**If you copy the works or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

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



## RESULTS COLLECTION REQUEST

*For the attention of the Examination Office.*

I authorise the person named below to collect my **GCSE** exam results on my behalf.

Name of Person Collecting Results (print): \_\_\_\_\_

Type of ID provided by Person Collecting Results: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

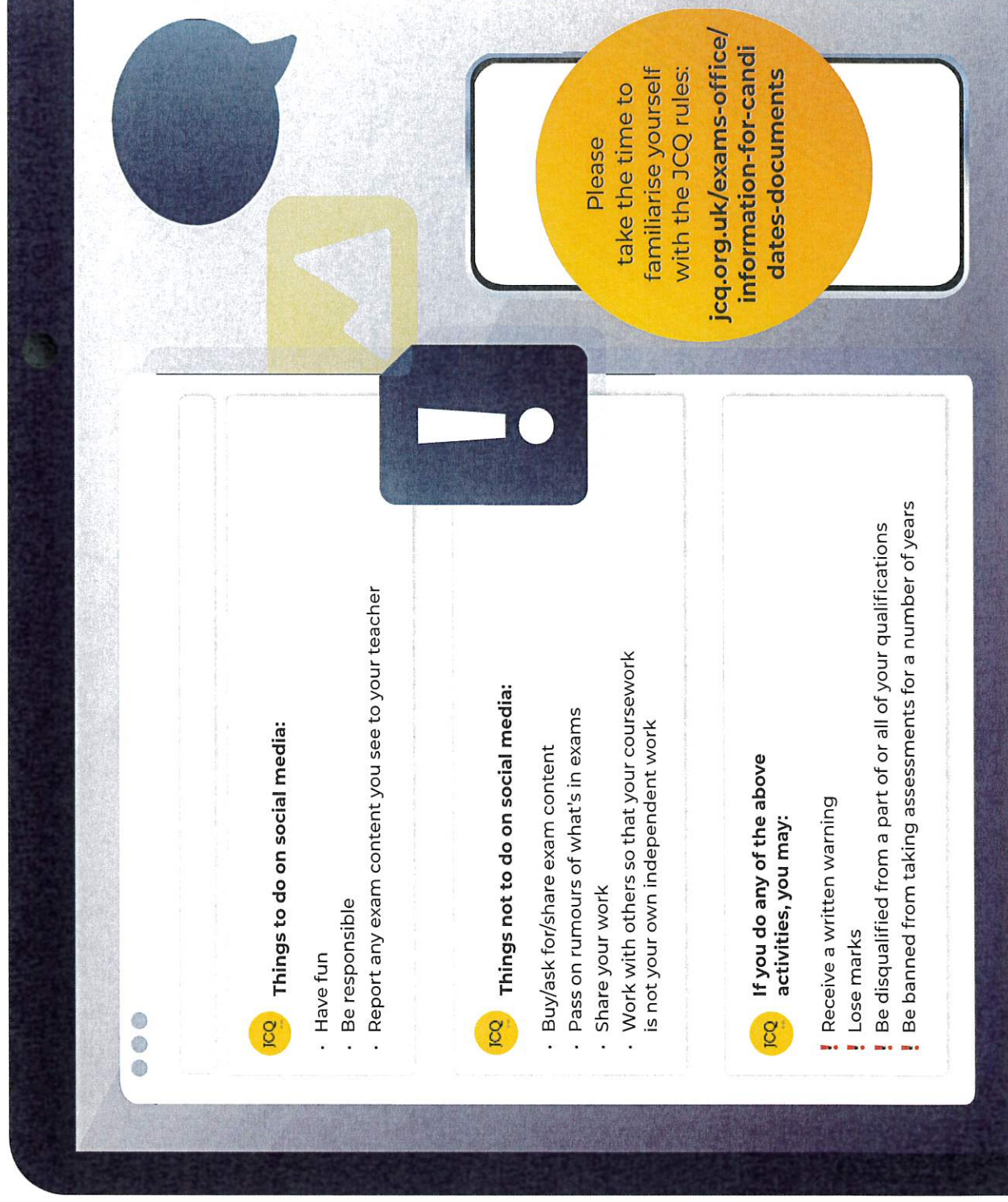
Date: \_\_\_\_\_

This form has to be handed in when the authorised person collects your results. The authorised person will also need to bring with them a photographic form of ID for the results to be released. Results will not be released unless all correct documentation is made available.

If you require any further information about your results please do not hesitate to email [examsofficer@nidderdale.mlt.co.uk](mailto:examsofficer@nidderdale.mlt.co.uk)

**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



**JCQ**

**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ**

**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

**JCQ**

**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:  
[jcq.org.uk/exams-office/information-for-candi-dates-documents](http://jcq.org.uk/exams-office/information-for-candi-dates-documents)

# On your exam day

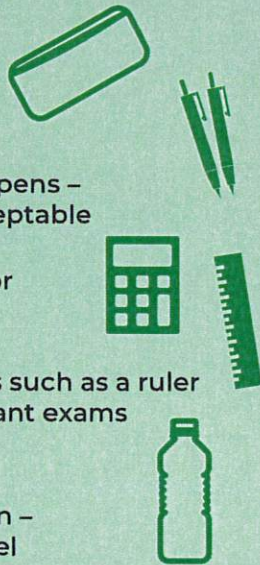
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

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

## What you will need:

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



## What you cannot take into exams:

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



## Other important information:

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

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

