



Candidate Exam Handbook

2023/24

This handbook is reviewed and updated annually

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Introduction

Madani Schools Federation is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents or carers. Please read it carefully and show it to your parents or carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

It contains important information on malpractice, personal data, and presents candidates with the JCQ documents mentioned briefly in the first paragraph.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK THE EXAMS OFFICER.**

The school telephone number is: **0116 2498080**. The Exams Office direct line is **2498084**

Purpose of this handbook

Hopefully, this booklet will prove informative and helpful for you and your parents or carers. Please read it carefully and show it to your parents or carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

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Malpractice

This is sometimes called 'cheating'. To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. JCQ provides information regarding what constitutes malpractice:

- o Introduction of unauthorised material into the examination room
- o Breaches of examination conditions
- o Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- o Offences relating to the content of candidates' work
- o Undermining the integrity of examinations/assessments

Personal data

The awarding bodies collect information about exam candidates.

To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice**

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.

By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)

If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments/non-examination assessments

Read the 'Information for candidates – coursework assessments in Appendix 1 and Appendix 2. You will note that the information is almost exactly identical, except that for 'non-examination assessments' there is an additional warning of the temptation to use pre-prepared on-line solutions — this is cheating too. Electronic tools used by awarding bodies can detect this sort of copying.

Furthermore, copying / plagiarism carries a heavy penalty. Take pride in your work being your own!

Written timetabled exams

These are probably what comes to mind when you hear the word 'exams.'

The main body of written exams take place in May and June, but you will also have mock examinations earlier in the year.

For the May/June examinations, you will receive a confirmed list (on paper) of the entries (subjects and tiers) that have been made for you by mid-February. This is called a 'statement of entry', and you should check it to see that all the information is correct. That includes your name: the name on this statement will be the same name that appears on your printed certificates.

By April, you will receive (via email) an (electronic) copy of your exam timetable, including seating arrangements. A further copy can be requested from Student Services.

The JCQ documents and exam room posters that appear in the Appendices of this handbook will also be available on the Student Sharepoint

Contingency Day – Summer 2024

The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

When the final timetable is published by the examination awarding bodies, you will see a 'Contingency Day' mentioned [note- for Summer 2024 this is Weds 26th June]. You, the candidate, should make sure that you are available to sit exams any week day between your last timetabled exam and the Contingency Day. If you decide not to be available, other than

for reasons traditionally covered by special consideration (e.g. illness, family emergency) then you will not be eligible for enhanced grading arrangements.

What to do if you identify you have two or more exam papers timetabled at the same time

Two examples of examinations being timetabled in the same afternoon session for 2022 are Weds 15th May, when Arabic Listening & Reading papers clash with Computing Paper 1, and Tuesday 21st May, when Urdu Writing clashes with Computing Paper 2.

In these cases, unless a candidate has an access arrangement which gives them extra time, then that candidate who has two exam papers timetabled at the same time will not receive rest breaks within the timed exams. However, there will be a short, supervised rest break between the first and second exam.

If a candidate has two or more examinations timetabled for the same time, and the total duration of the exams exceeds three hours, then rest breaks during the actual exams can be arranged.

Formal exam conditions will exist at all times. Candidates are allowed to communicate during rest breaks **between** examinations, but they must remain under supervision at all times, and revision notes and guides are not allowed at any time in the exam hall.

Where you will take your exams

The venue for most examinations will be the Sports Hall. MFL Listening exams will take place in a smaller room, confirmed in the timetable closer to exam time. If you have an access arrangement that involves the use of a reader, scribe or extra time, then you will not normally be in the Sports Hall for your exams.

What time your exams will start and finish

The morning start time for GCSE written exams has been kept at 8.45 am in recent years. The afternoon start time is most commonly 1.30pm, but is often 1pm during Ramadhan. You should be at the meeting point 20 minutes before the exam start time.

Each examination has a set duration, and it is for candidates to calculate the finish time and make arrangements for transport home outside of normal school schedules. Candidates are not allowed to hand in their paper and leave the exam hall until 10am (morning exams) and 2.30 (afternoon exams) at the very earliest.

When leaving an exam, once you are unsupervised, you are not allowed back in. Also, you are never permitted to take any exam paper or answer sheets out of the exam hall.

We kindly remind candidates that exam leave is normally granted from the May half term holiday onwards, so coming to and from School and remaining punctual becomes much more of an individual responsibility.

Supervision during your exams

Exams are supervised by a team of invigilators, who must follow strict rules and regulations. You can ask them for assistance in making your exam a comfortable experience. They cannot help you with understanding the questions, neither can they provide you with equipment that you have neglected to bring. You should raise your hand if you need their attention. Never call out.

Toilet / Bathroom breaks

Before every exam, you should visit the bathroom if you need to, since it is your responsibility to be ready for your exam in every sense possible. Invigilators are not keen on escorting candidates to and from the bathroom. A note is made of every candidate's time outside the exam hall, and while you will be given that time back to complete your exam paper, you will probably be refused a request during a subsequent exam, unless you can supply a doctor's note for a related medical condition.

Exam room conditions

Before entering, you should leave coats, bags, mobile phones and any other 'data capable' devices outside.

Invigilators will supervise you as you enter the exam hall. All candidates are under formal examination conditions from the moment they enter the exam hall until the moment they leave. We also insist that candidates remain quiet until they are well away from the exam hall doors. For the Boys School, this means halfway across the lawn area, and for the Girls School, this means outside the Sports Hall completely.

'Formal exam conditions' are defined as:

- No talking or communication of any kind,
- No disturbance or distraction of other people,
- Listening to the invigilator(s) and following their instructions,
- Communicating only with the invigilator(s),
- Handing in any notes or revision guides that you forgot were in your pocket,
- Keeping exam papers and equipment on your desk, not showing papers to others
- No sharing of stationery or calculators.

You will be asked to focus on reaching your seat without fuss or noise. Seating plans will always be on display at the door. If you forget where you are supposed to sit, then you should stand quietly and wait for an invigilator to assist you.

Once seated, if you look up, a clock should be visible to you at all times, and the projection on the wall will show you the:

- Centre number
- Subject title
- Paper code
- Date and start / finish time of the exam

If you can't see one or more of these, you must raise your hand and wait for an invigilator.

Once invigilators are happy that candidates are comfortable, your exam papers will be handed out. Candidates must always listen to instructions from the invigilators, and must not complete any part of the front of the exam paper(s) until told to do so. This is for a number of very good reasons.

Invigilators will give any relevant information regarding the use of additional answer sheets.

An announcement of the general regulations will be made, and a member of the invigilation team will talk candidates through the completion of the front page of the exam papers. FURTHERMORE – Candidates must only pick up a pen and complete the details on any cover sheets WHEN TOLD TO DO SO. Candidates must NOT open any of the papers until they are TOLD to DO SO.

When the exam ends, the instruction will be given: 'stop writing please, it is the end of the examination'. At that point, you must put your writing instruments down and close your scripts.

FURTHER WRITING or SCANNING OF THE PAPER except to arrange additional answer sheets IS STRICTLY FORBIDDEN.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

Your exam 'identity'

Every candidate will have an examination card on their desk. It shows the candidate photograph, name and the candidate (or 'exam') number. This is the number that candidates must copy to their examination answer papers. This card remains the property of Madani Schools Federation. Any loss or damage of the identity card will mean that the candidate will be liable to pay for a replacement. In line with GDPR policy, these cards are destroyed at the end of each student's time at the School.

What equipment you need to bring to your exams

It is essential that candidates carry items in a clear (see through) pencil case or plastic wallet. If you are seen to be carrying a pencil case that does not meet the requirements, you will be asked to return to the entrance door and to leave it there.

Every exam will require the use of a black ink or ballpoint pen. You should carry a spare black pen too. As you can see from the list below, a pencil, ruler and rubber are called for also.

Subject	Equipment	Subject	Equipment
Business Std	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil <input type="checkbox"/> Calculator	Languages	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil
Design Tech	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil <input type="checkbox"/> Pencil sharpener <input type="checkbox"/> Rubber <input type="checkbox"/> Coloured pencils <input type="checkbox"/> Optional drawing equipment (e.g. set squares)	Maths & sciences	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil <input type="checkbox"/> Pencil sharpener <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Ruler <input type="checkbox"/> Rubber <input type="checkbox"/> Protractor <input type="checkbox"/> Compasses
English, History / RE	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil <input type="checkbox"/> Coloured highlighters	Geography	<input type="checkbox"/> Black pen <input type="checkbox"/> Pencil <input type="checkbox"/> Pencil sharpener <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Ruler <input type="checkbox"/> Rubber <input type="checkbox"/> Protractor

Using calculators

Calculators must be working: candidates must check the battery level and clear the memory before bringing them to the exam hall. Here are the JCQ regulations regarding the use of calculators:

Calculators must be: <ul style="list-style-type: none"> ○ Of a suitable size for use on a desk; ○ Either battery or solar powered; ○ Free of lids, cases and covers which have printed instructions or formulae. 	Calculators must not : <ul style="list-style-type: none"> • Be designed or adapted to offer any of these facilities: <ul style="list-style-type: none"> ○ Language translators; ○ Symbolic algebra manipulation; ○ Symbolic differentiation or integration; ○ Communication with other machines or the internet; • Be borrowed from another candidate during an examination for any reason;
The candidate is responsible for the following: <ul style="list-style-type: none"> ○ The calculator's power supply; ○ The calculator's working condition; 	

<ul style="list-style-type: none"> ○ Clearing anything stored in the calculator. 	<ul style="list-style-type: none"> ● Have retrievable information stored in them. This includes: <ul style="list-style-type: none"> ○ Databanks; ○ Dictionaries; ○ Mathematical formulae; ○ Text.
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What you should not bring into the exam room

- Coats, bags,
- Mobile phones, **wristwatches of any type**, ipods, any device capable of storing or sharing data and / or images including smart watches,
- Food and drink items, or chewing gum. The obvious exception to this is water, but it must be in a clear, unlabelled bottle. Another exception is food requested for those students who have a medical condition.

Please note that watches are now classed as unauthorised items

What you should wear for your exams

Full uniform must be worn. MBS candidates must wear their hats and blazers, no trainers are permitted. Blazers may be removed during the course of the examination, but should not be hung on the backs of chairs. Invigilators will help by placing your blazer on a nearby desk or bench.

MGS candidates should note that random and regular spot checks will be made to ensure that scarves do not hide or contain any non-regulation materials, digital devices or earphones.

Where your personal belongings will be stored during your exam

If candidates forget to leave their mobile phones, wristwatches or digital devices at School Reception, and they bring them to the entrance of the exam hall, they will be instructed to switch them off and to swap them from a ticket in one of the hanging racks near the entrance door. These can then be retrieved at the point where candidates are asked to leave the exam hall, and not before.

Candidates who forget to leave their coats or bags outside will have these items placed in a suitable corner of the room. Invigilators will present them with these items after other candidates have left the exam hall.

What to do if you arrive late for your exam

It is not good to be late, but if you are running behind time, you should contact the School Reception to let them know. They will inform the Exams Officer and the invigilation team. You should not panic, but do not waste any time in arriving at Reception. From there, you will be invited to move to the exam room as normal.

If your arrival is between 1 minute late and 10 am for a morning exam, and between 1 minute late and 2.30pm for an afternoon exam, you will be spoken to by one of the invigilation team before entering the exam hall, to remind you of the regulations and to check you have no unauthorised items in your possession. **If** there are staff members available at the official finish time, you may be offered the time that you missed to complete the examination.

If your being late means that you are arriving at 10.01 a.m. or later for a morning exam, or 2.31 p.m. or later for an afternoon exam, you will be advised that the examination board may not accept your examination paper. You will be allowed to complete the examination in the same way, but the Exams Officer will request that you give a written summary for your lateness. This summary will then be sent to the exam awarding organisation, who will then decide whether or not to accept your examination. In most instances, they refuse.

What to do if you are unwell on the day of your exam

It is important that you or your family member inform the School as soon as possible about the nature of your illness. If you are unwell but feel that you can manage the exam, you will be allowed to do so. However, it may be that you are unable to attend the exam. You should not force yourself, nor should you attend an exam if your symptoms are contagious.

Within four working days of the examination, you should provide evidence to the Exams Officer of your illness. This should be in the form of a medical note from a GP or medical professional, but if this is not possible for some reason, a

The examination awarding organisation will look at the circumstances of your illness and deliver a special consideration decision. This decision will only be known on the results day in August, when they will give an indication that special considerations have been applied. Similarly, if you fall ill or feel unwell during an examination, you should ask one of the invigilators to inform the Exams Officer, who will then insist that you look to confirm your symptoms with a medical professional.

JCQ Form 14 – Self Certification for absence or illness is available on the MSF website, a three page document, useful in providing evidence.

Please note that there are some unacceptable reasons for absence, which are dealt with in the Exams Absence Policy. These include:

Holidays

Minor illness

Failure to prepare properly for the examination

Misreading the timetable

Sporting events (unless at international level)

If you cannot provide an acceptable reason for your absence you will be invoiced for the full amount of the cost of the examination.

What to do if you have an accident or a bereavement close to the day of an exam

In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but you need to inform the Exams Officer as soon as possible. It may also be possible to file a case of 'Special Consideration' with the exam awarding organisation, so that they can decide to adjust the mark given from between 0% and 5%. This can be for circumstances such as illness, accident, injury, bereavement or domestic crisis. You should therefore inform the Exams Officer of any circumstances which are beyond your control that could be affecting your exam performance.

What happens in the event of an emergency in the exam room

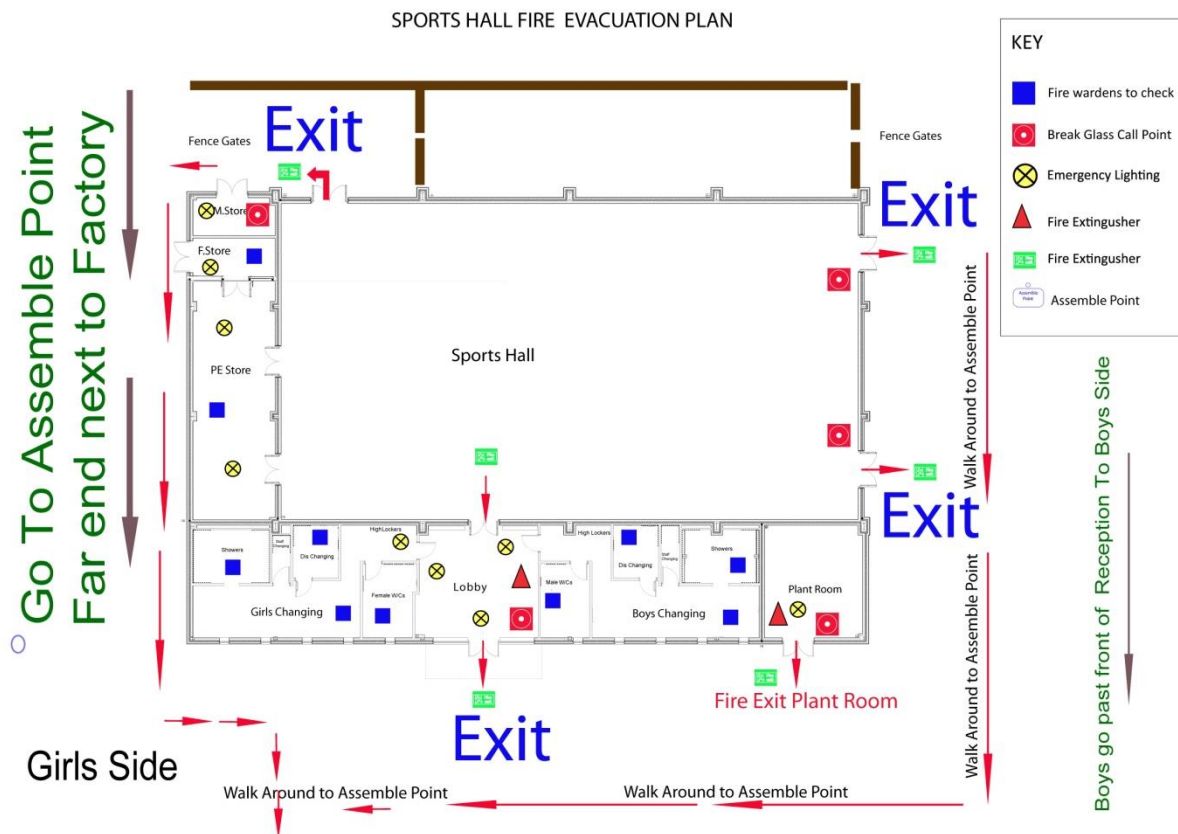
The Madani School Federation emergency evacuation and 'lockdown' policies on the website cover this in more detail. Very briefly, candidates when faced with an emergency should listen to instructions from the invigilators.

The instructions will be to:

- Stop writing
- Turn the examination papers face down
- Leave calmly. Take no items with you.
- Leave row by row – invigilators will guide you to the nearest fire exit door.
- DO NOT talk
- Keep at an arm's length from all other candidates at all times.
- Gather at the evacuation assembly point: MGS girls' playground, Boys should follow the invigilators to the assembly point in the girls' playground. Radio contact will be made with teaching staff from MBS.

- Once at the assembly point, teaching staff will carry out a roll call and will check against their registers for that day to make sure that that all people are accounted for.

There can be other reasons for evacuation, other than an emergency. The same rules apply in these circumstances. Candidates must leave at arm's length and gather at a given assembly point. A roll call will be made, and candidates must stay within a designated area. It is essential that nobody leaves the designated area without express permission and supervision.



What to do in the event of a lockdown emergency in the exam room

On hearing the bell:

- Stop writing
- Turn examination papers face down
- Sit on the floor immediately next to the desk
- Minimize movement
- Stay silent and avoid drawing attention
- Wait for the 'all clear' (intermittent bell)
- You will be instructed to resume the exam if possible, and given any time that you lost.

Candidates with access arrangements/reasonable adjustments

A decision where an exam candidate may be approved separate invigilation within the centre will be made by the SENCo.

The decision will be based on:

- whether the candidate has a substantial and long term impairment which has an adverse effect; and
- the candidate's normal way of working within the centre

The individual candidate timetable will make it clear if a candidate is going to be sitting exams in a separate room: The Sports Hall will not be listed as an exam room. If you are unsure about your rooming, you can discuss it with the Exams Officer or the SENCo.

Results

Provisional statements of results will be issued from 9 a.m. on Thursday 22nd August 2024. 'Provisional' means that the results are not 100% confirmed until candidates are given a printed certificate. This is because there is a 'Post Results' review process (see next section).

On Results Day, it is advisable that you:

- take the time to discuss any queries you may have with the senior leaders or head of subject
- check the grade boundaries and mark thresholds to see how close you might have come to the grade above
- review and sign any forms of consent, so that the staff can pursue an 'Access to Scripts' request on your behalf (if it applies to the subject area), or so that staff can use your controlled assessment materials to help in future teaching.
- Leave a parent / carer email address and contact details with the Exams Officer or Receptionist.

If you can't attend Results Day for some reason, and you want somebody else to collect your results for you, then you must provide a form of written consent (an email or letter), stating the full identity of the person collecting the results. That person will have to present a form of photo identification in order to complete the collection process (e.g. driving licence, passport).

Should you be unable to send somebody to collect the results in person, then it is possible for us to arrange for an email of the results to be sent to a secure web address. Please note that there is always a delay in this process, so you may be waiting up to 24 hours.

We are not allowed to give results over the telephone.

Post-results services

The services available from Results Day until the JCQ deadlines (details of which will be provided on the day) are:

- Clerical re-check
- Review of marking
- Review of moderation (can only be requested for the whole school)
- Access to Scripts

The advice from JCQ states that reviews of marking, for candidates whose marks are a concern, should be made at the earliest opportunity. It is also advisable that you inform your college of any reviews of marking.

The deadline for Access to Scripts for copies of GCSE papers to support reviews of marking is always 1 week after results release day. We can still access scripts until 26th September, but we will not be able to ask for a Review of Marking thereafter.

The deadline for Reviews of Results is September 28th (the last day is 27th September).

There are fees and charges for these Post Results Services:

They are set independently by each individual awarding body.

For clerical checks and reviews of marking, the fee will not be charged if subject grades are amended, whether upwards or downwards.

For reviews of moderation, the fee will not be charged if centre marks are reinstated.

A list of fees and deadlines is always available from the exam awarding bodies' websites. Links to these will be given to you on Results Day.

Once again, the most important consideration here is that you provide the School with an updated parent / carer email address: this is vital when we are looking for your consent for Post Results Services.

Please ensure that you complete any 'update contact details' document and return it to School Reception promptly.

Certificates

These are always distributed in November. You will receive notification via a text message or email in November, informing you that they are available for collection during office hours (8.00 am to 3.30pm). In the same way as with results, if you want somebody else to collect your certificates for you, then you must provide a form of written consent (an email or letter), stating the full identity of the person collecting. That person will have to present a form of photo identification in order to complete the collection process (e.g. driving licence, passport).

Certificates are held in secure storage for at least one year after the issue date. You can collect them at any time.

Internal appeals procedures

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used
- The parent or guardian must make the appeal in writing to the School's Examinations Officer. The deadline to receive appeals should be prior to the written examination series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
- The enquiry into the internal process will normally be led by a person nominated by the Head of Centre, ensuring that he or she has not played any part in the original internal assessment process. The enquiry will be completed within 10 working days. On completion the written findings will be sent to the student.
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

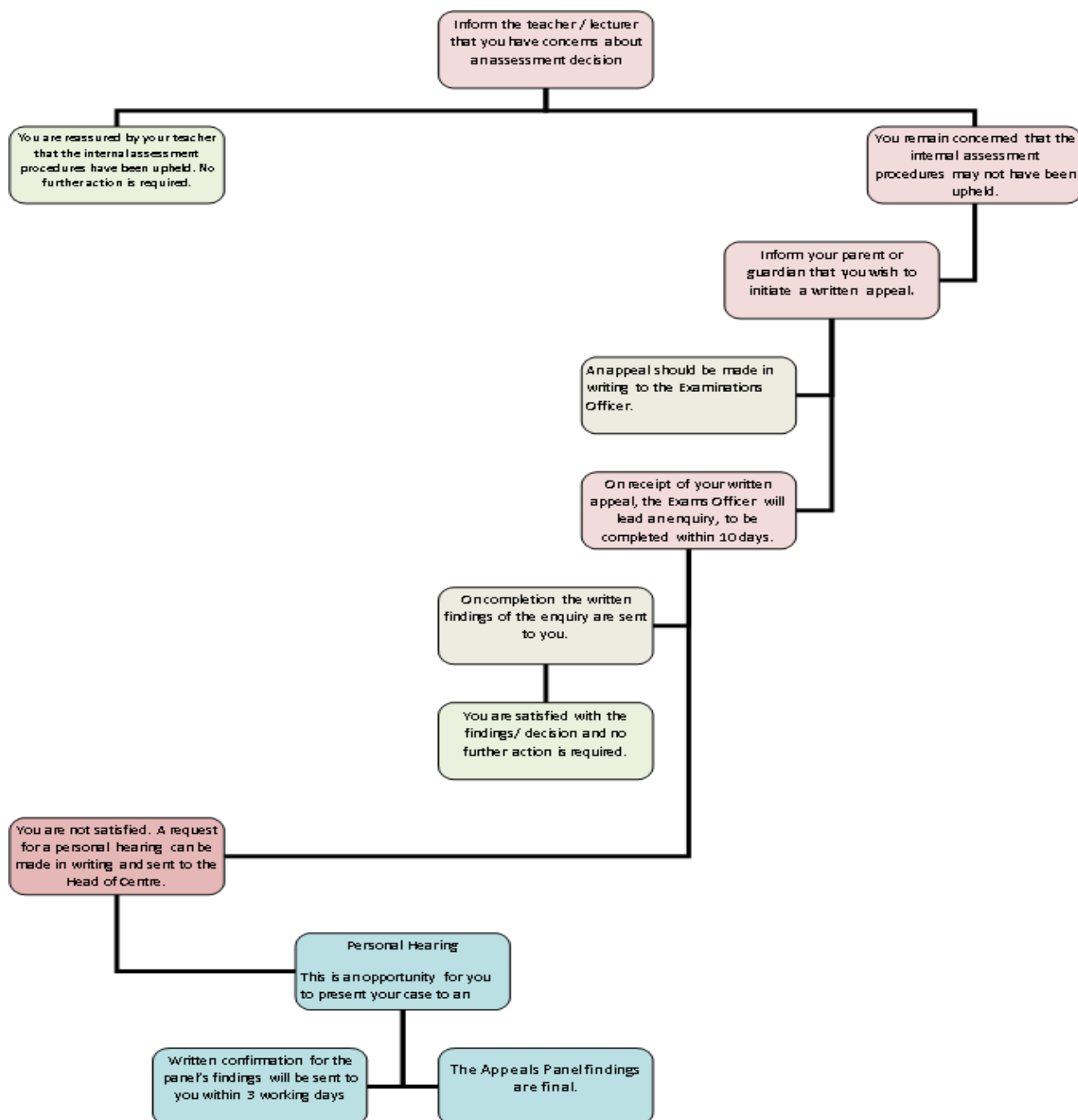
The appellant will be informed in writing of the outcome of the appeal, including:

Relevant communications with the Awarding Body;

Any steps taken to further protect the interest of the candidates.

- If the student is satisfied with the findings no further action will be taken. However, if the student remains unsatisfied with the findings then a final appeal can be made. The appeal must be sent to the Head of Centre (within a week of receiving the written findings). The grounds for the appeal must be clearly stated. Once received by the Head of Centre a personal hearing will be convened within ten working days. This panel will consist of two persons not previously involved, normally the Head of Centre and a member of the Governing body. The candidate, who will be asked to attend, can be supported by a parent/carer or friend.

- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. Written confirmation of the panel findings will be provided within three working days.



JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates

Coursework assessments

Effective from 1 September 2022

This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework for marking, you will be asked 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will 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 coursework 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'.

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 2022.

You may be required to produce a bibliography at the end of your work. This **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 or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – 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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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. **Don't** 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 coursework 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.

Don't be tempted to use pre-prepared online solutions – 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.**

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 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 unit for that examination series;
- 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

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates

Non-examination assessments

Effective from 1 September 2022

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 online solutions – 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.

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 2022.

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 or ideas 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 or ideas 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

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.



Information for candidates

Written examinations

With effect from 1 September 2022

**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, **or a watch.**

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.

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 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.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”



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.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.



**Information for candidates
Using social media and examinations/assessments**



Image by Patrice Jones

**This document has been written to help you stay within exam regulations.
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2021 – Effective from September 2021

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”



AQA

City & Guilds

CCEA

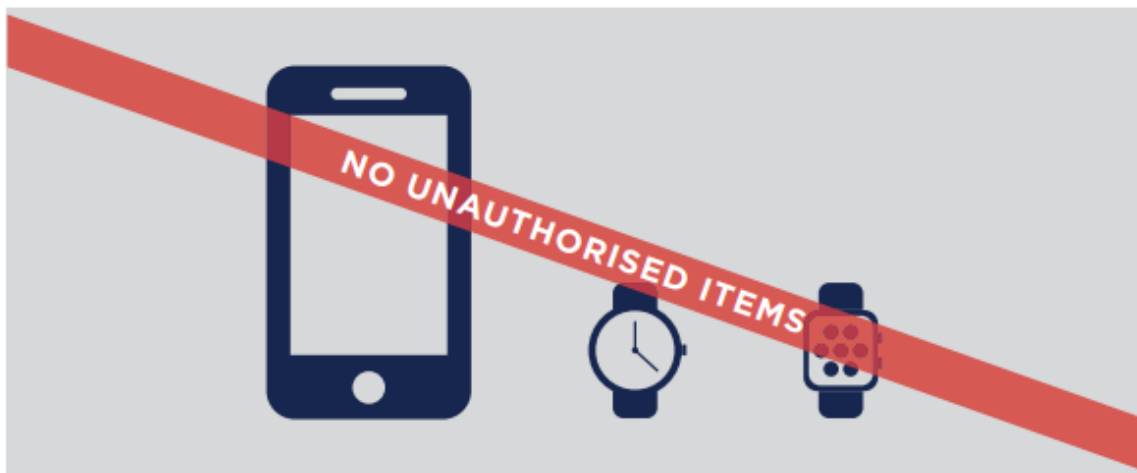
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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.

Provisional Timetable Page 1

Exam Date	Exam Series	Exam Board	Qualification	Exam Code	Subject	Title	Exam Time	Exam Duration
08/01/2024	Jan-24	AQA	FS	8361/1	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	AM	30m
08/01/2024	Jan-24	AQA	FS	8361/2	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	PM	1h 30m
09/01/2024	Jan-24	AQA	FS	8720R	Functional Skills English Level 1	Functional Skills English Level 1 Reading	AM	1h
09/01/2024	Jan-24	AQA	FS	8720W	Functional Skills English Level 1	Functional Skills English Level 1 Writing	PM	1h
10/01/2024	Jan-24	OCR	Cam Nat (New)	R184/01	Sport Studies	Contemporary issues in sport	AM	1h 15m
11/01/2024	Jan-24	OCR	Cam Nat (Legacy)	R041/01	Sport Science	Reducing the risk of sports injuries	AM	1h 00m
27/02/2024	Mar-24	AQA	FS	8361/1	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	AM	30m
27/02/2024	Mar-24	AQA	FS	8361/2	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	PM	1h 30m
28/02/2024	Mar-24	AQA	FS	8720R	Functional Skills English Level 1	Functional Skills English Level 1 Reading	AM	1h
28/02/2024	Mar-24	AQA	FS	8720W	Functional Skills English Level 1	Functional Skills English Level 1 Writing	PM	1h
09/05/2024	Summer-24	Pearson	GCSE	1RA0 1A-1C	Religious Studies A	Paper 1: Area of Study 1 – Study of Religion	AM	1h 45m
09/05/2024	Summer-24	Pearson	GCSE	1UR0 1F	Urdu	Paper 1: Listening Urdu Foundation	PM	0h 35m
09/05/2024	Summer-24	Pearson	GCSE	1UR0 1H	Urdu	Paper 1: Listening Urdu Higher	PM	0h 45m
09/05/2024	Summer-24	Pearson	GCSE	1UR0 3F	Urdu	Paper 3: Reading Foundation	PM	0h 50m
09/05/2024	Summer-24	Pearson	GCSE	1UR0 3H	Urdu	Paper 3: Reading Urdu Higher	PM	1h 05m
10/05/2024	Summer-24	OCR	GCSE (9-1)	J247/01	Biology A Gateway	Paper 1 (Foundation Tier) - Written Paper	AM	1h 45m
10/05/2024	Summer-24	OCR	GCSE (9-1)	J247/03	Biology A Gateway	Paper 3 (Higher Tier) - Written Paper	AM	1h 45m
10/05/2024	Summer-24	OCR	GCSE (9-1)	J250/01	Combined Science A Gateway	Paper 1 (Foundation Tier) - Written Paper	AM	1h 10m
10/05/2024	Summer-24	OCR	GCSE (9-1)	J250/07	Combined Science A Gateway	Paper 7 (Higher Tier) - Written Paper	AM	1h 10m
13/05/2024	Summer-24	WJEC	GCSE	C720U10-1	English Literature	English Literature Component 1 (Eduqas)	AM	2h 00m
13/05/2024	Summer-24	AQA	FS	8361/1	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	AM	30m
13/05/2024	Summer-24	OCR	CAM NAT	R184/01	Sport Studies	Contemporary issues in Sport:Written Paper	PM	1h 15m
13/05/2024	Summer-24	AQA	FS	8361/2	Functional Skills Maths Level 1	Functional Skills Mathematics Level 1	PM	1h 30m
14/05/2024	Summer-24	AQA	GCSE	8658/LF	French	French Paper 1 Listening	AM	35m
14/05/2024	Summer-24	AQA	GCSE	8658/LH	French	French Paper 1 Listening	AM	45m
14/05/2024	Summer-24	AQA	GCSE	8658/RF	French	French Paper 3 Reading	AM	45m
14/05/2024	Summer-24	AQA	GCSE	8658/RH	French	French Paper 3 Reading	AM	1h
14/05/2024	Summer-24	OCR	GCSE (9-1)	J204/01	Business	Business 1: business activity, marketing & people	PM	1h 30m
15/05/2024	Summer-24	AQA	GCSE	8145/1A/A - 1B/E	History	History Paper 1	AM	2h
15/05/2024	Summer-24	OCR	GCSE (9-1)	J277/01	Computer Science	Computer Systems - Written Paper	PM	1h 30m
15/05/2024	Summer-24	Pearson	GCSE	1AA0 1F	Arabic	Paper 1: Listening Arabic Foundation	PM	0h 35m
15/05/2024	Summer-24	Pearson	GCSE	1AA0 1H	Arabic	Paper 1: Listening Arabic Higher	PM	0h 45m
15/05/2024	Summer-24	Pearson	GCSE	1AA0 3F	Arabic	Paper 3: Reading Arabic Foundation	PM	0h 50m
15/05/2024	Summer-24	Pearson	GCSE	1AA0 3H	Arabic	Paper 3: Reading Arabic Higher	PM	1h 05m
16/05/2024	Summer-24	AQA	GCSE	8300/1F, 1H	Maths	Mathematics Paper 1 (non - calculator) (both tiers)	AM	1h 30m
16/05/2024	Summer-24	AQA	FS	8720R	Functional Skills English Level 1	Functional Skills English- Level 1	AM	1h
16/05/2024	Summer-24	AQA	FS	8720W	Functional Skills English Level 1	Functional Skills English- Level 1	PM	1h
16/05/2024	Summer-24	Pearson	GCSE	1RA0 2A-2G	Religious Studies A	Paper 2: Area of Study 2 – Study of Second Religion	PM	0h 50m
17/05/2024	Summer-24	OCR	GCSE (9-1)	J248/01	Chemistry A Gateway	Paper 1 (Foundation Tier) - Written Paper	AM	1h 45m
17/05/2024	Summer-24	OCR	GCSE (9-1)	J250/09	Combined Science A Gateway	Paper 9 (Higher Tier) - Written Paper	AM	1h 10m
17/05/2024	Summer-24	OCR	GCSE (9-1)	J250/03	Combined Science A Gateway	Paper 3 (Foundation Tier) - Written Paper	AM	1h 10m
17/05/2024	Summer-24	OCR	GCSE (9-1)	J248/03	Chemistry A Gateway	Paper 3 (Higher Tier) - Written Paper	AM	1h 45m
17/05/2024	Summer-24	AQA	GCSE	8035/1	Geography	Geography Paper 1	PM	1h 30m

Provisional Timetable Page 2

Exam Date	Exam Series	Exam Board	Qualification	Exam Code	Subject	Title	Exam Time	Exam Duration
20/05/2024	Summer-24	WJEC	GCSE	C720U20-1	English Literature	English Literature Component 2 (Eduqas)	AM	2h 30m
20/05/2024	Summer-24	OCR	CAM NAT	R180/01	Sport Science	Sport injuries & common medical conditions	PM	1h 15m
21/05/2024	Summer-24	OCR	GCSE (9-1)	J277/02	Computer Science	Computationl thnkng, algorithms prgmming	PM	1h 30m
21/05/2024	Summer-24	Pearson	GCSE	1UR0 4F	Urdu	Paper 4: Writing in Urdu Foundation Tier	PM	1h 20m
21/05/2024	Summer-24	Pearson	GCSE	1UR0 4H	Urdu	Paper 4: Writing in Urdu Higher Tier	PM	1h 25m
22/05/2024	Summer-24	OCR	GCSE (9-1)	J250/11	Combined Science A Gateway	Paper 11 (Higher Tier) - Written Paper	AM	1h 10m
22/05/2024	Summer-24	OCR	GCSE (9-1)	J249/01	Physics A Gateway	Paper 1 (Foundation Tier) - Written Paper	AM	1h 45m
22/05/2024	Summer-24	OCR	GCSE (9-1)	J249/03	Physics A Gateway	Paper 3 (Higher Tier) - Written Paper	AM	1h 45m
22/05/2024	Summer-24	OCR	GCSE (9-1)	J250/05	Combined Science A Gateway	Paper 5 (Foundation Tier) - Written Paper	AM	1h 10m
23/05/2024	Summer-24	WJEC	GCSE	C700U10-1	English Language	English Language Component 1 (Eduqas)	AM	1h 45m
23/05/2024	Summer-24	Pearson	GCSE	1EN0 01	English Language	Paper 1: Fiction and Imaginative Writing	AM	1h 45m
23/05/2024	Summer-24	Pearson	GCSE	1AA0 4F	Arabic	Paper 4: Writing in Arabic Foundation Tier	PM	1h 20m
23/05/2024	Summer-24	Pearson	GCSE	1AA0 4H	Arabic	Paper 4: Writing in Arabic Higher Tier	PM	1h 25m
24/05/2024	Summer-24	AQA	GCSE	8658/WF	French	French Paper 4	AM	1h
24/05/2024	Summer-24	AQA	GCSE	8658/WH	French	French Paper 4	AM	1h 15m
03/06/2024	Summer-24	AQA	GCSE	8300/2F, 2H	Maths	Mathematics Paper 2 (calculator) (both tiers)	AM	1h 30m
04/06/2024	Summer-24	AQA	GCSE	8145/2A/A - 2B/D	History	History Paper 2	PM	2h
05/06/2024	Summer-24	AQA	GCSE	8035/2	Geography	Geography Paper 2	AM	1h 30m
05/06/2024	Summer-24	OCR	GCSE (9-1)	J204/02	Business	Business 2: opertions, finnce & influences on busnss	PM	1h 30m
06/06/2024	Summer-24	WJEC	GCSE	C700U20-1	English Language	English Language Component 2 (Eduqas)	AM	2h 00m
06/06/2024	Summer-24	Pearson	GCSE	1EN0 02	English Language	Paper 2: Non-Fiction and Transactional Writing	AM	2h 05m
07/06/2024	Summer-24	Pearson	GCSE	1RA0 3A-3C	Religious Studies A	Paper 3: Area of Study 3 – Philosophy and Ethics	AM	0h 50m
07/06/2024	Summer-24	OCR	GCSE (9-1)	J247/02	Biology A Gateway	Paper 2 (Foundation Tier) - Written Paper	PM	1h 45m
07/06/2024	Summer-24	OCR	GCSE (9-1)	J247/04	Biology A Gateway	Paper 4 (Higher Tier) - Written Paper	PM	1h 45m
07/06/2024	Summer-24	OCR	GCSE (9-1)	J250/08	Combined Science A Gateway	Paper 8 (Higher Tier) - Written Paper	PM	1h 10m
07/06/2024	Summer-24	OCR	GCSE (9-1)	J250/02	Combined Science A Gateway	Paper 2 (Foundation Tier) - Written Paper	PM	1h 10m
10/06/2024	Summer-24	AQA	GCSE	8300/3F, 3H	Maths	Mathematics Paper 3 (calculator) (both tiers)	AM	1h 30m
11/06/2024	Summer-24	OCR	GCSE (9-1)	J248/02	Chemistry A Gateway	Paper 2 (Foundation Tier) - Written Paper	AM	1h 45m
11/06/2024	Summer-24	OCR	GCSE (9-1)	J248/04	Chemistry A Gateway	Paper 4 (Higher Tier) - Written Paper	AM	1h 45m
11/06/2024	Summer-24	OCR	GCSE (9-1)	J250/10	Combined Science A Gateway	Paper 10 (Higher Tier) - Written Paper	AM	1h 10m
11/06/2024	Summer-24	OCR	GCSE (9-1)	J250/04	Combined Science A Gateway	Paper 4 (Foundation Tier) - Written Paper	AM	1h 10m
11/06/2024	Summer-24	AQA	AQA Cert	8365/1	Certificate in Further Maths Level 2	Level 2 Certificate in Further mathematics Paper 1	PM	1h 45m
14/06/2024	Summer-24	AQA	GCSE	8035/3	Geography	Geography Paper 3	AM	1h 30m
14/06/2024	Summer-24	OCR	GCSE (9-1)	J250/06	Combined Science A Gateway	Paper 6 (Foundation Tier) - Written Paper	PM	1h 10m
14/06/2024	Summer-24	OCR	GCSE (9-1)	J249/02	Physics A Gateway	Paper 2 (Foundation Tier) - Written Paper	PM	1h 45m
14/06/2024	Summer-24	OCR	GCSE (9-1)	J249/04	Physics A Gateway	Paper 4 (Higher Tier) - Written Paper	PM	1h 45m
14/06/2024	Summer-24	OCR	GCSE (9-1)	J250/12	Combined Science A Gateway	Paper 12 (Higher Tier) - Written Paper	PM	1h 10m
18/06/2024	Summer-24	AQA	GCSE	8552/W	Design and Technology	Design & Technology	AM	2h
19/06/2024	Summer-24	AQA	GCSE	8585/W	Food preparation & nutrition	Food preparation and nutrition	AM	1h 45m
19/06/2024	Summer-24	AQA	AQA Cert	8365/2	Certificate in Further Maths Level 2	Level 2 Certificate in Further mathematics Paper 2	AM	1h 45m

Candidate confirmation

NOTE – The following was sent to you via your tutor in tutor time, as a paper version.

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to **your form tutor** by **February 14th 2024**.

If there is anything you do not understand, you should ask **the Examinations Officer** for clarification. He can be emailed: exams@madani.leicester.sch.uk



Candidate Exam Handbook

NAME: Overwrite your name and tutor group here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2023-24 JCQ 'information for candidates' documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- Privacy Notice
- Social media
- Written exams

I have the following equipment in preparation for the mock exam series:

- Working scientific calculator
- Ruler
- Compasses
- Protractor
- Erasers
- Pencil and pencil sharpener
- Drawing equipment [coloured pencils, set square] for Design Technology [if applicable]

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here Date of signature: DD / MM / YYYY