Examinations Candidate Handbook



This handbook is reviewed annually to ensure compliance with current regulations

Reviewing Member of Staff: Mrs H Green

Date Updated: 21/9/2026

Review Date: Autumn Term 2027

Key staff involved with Examinations

Role	Name(s)
Head of centre	**Dr A Evans**
Exams officer line manager (Senior leader)	**Mrs A Lungley / Mrs M Wall**
Exams Officer	**Mrs H Green**
Deputy Exams Officer	**Mrs C Whiteley**
Assessor(s)	**Mrs S Nolan / Miss C Park**

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Introduction

Prince Henry's High School is fully committed to ensuring candidates are briefed on the exam and assessment process in place at the centre and are made aware of the required instructions and information for candidates from JCQ and the relevant awarding bodies.

Purpose of the candidate exam handbook

- To complement the candidate briefing session/assembly.
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To ensure copies of relevant JCQ information for candidate's documents and posters are provided in advance of any exams/assessments being taken.
- To answer any questions candidates may have about the forth-coming exams season.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure.

Coursework/controlled assessment/non-examination assessment (NEA)

- Relevant JCQ documents relating to coursework, controlled assessments and non-examination assessments are available on the examinations section of the main school website.
- Information relating to social media is also available on the main school website and on the Exams Notice Boards around school.
- **Candidates must be aware of the JCQ documentation available in school and on the school website.**
- Your subject teacher will inform you of the assessments required for the qualification you are completing this summer. If you are unsure, please speak to your subject teacher.
- All coursework/controlled assessment and non-examination assessments (NEA), must be submitted to the awarding organisation by the relevant deadlines (these vary by award and subject, please see your teacher). If deadlines are missed, zero marks will be applied by the awarding organisation for the specific unit.
- Subject teacher using a mark scheme supplied by the awarding organisation, will assess the internally assessed work.
- Candidates are informed of their centre assessed marks before the raw marks are sent to the relevant awarding organisation; the raw mark is subject to change through moderation by the awarding organisation.
- Teachers are not able to provide a grade for the assessed mark as grade boundaries are not produced by the awarding bodies until results day.

Written timetabled exams/on-screen tests

- Candidates will be provided with a **statement of entry** in advance of their exams to check that personal details and exam entries are correct.
- If any personal information on a **statement of entry** is incorrect or missing, candidates should speak with the Exams Office.
- For tier of entry queries, candidates need to see their class teacher to discuss.
- Candidates will receive a **Personal Exam Timetable** in advance of their examinations: the timetable will detail the date and time of all exams/assessments, room and seat allocation.
- The JCQ information for candidates sitting external examinations are available to review on the Exams Section of the main school website.
- Exam room posters will be displayed outside every examination room, the information displayed in these posters must be adhered to by all candidates taking examinations, failure to do so may result in disqualification – the posters can been viewed on the Exam Board outside A block, on the Exam Board on the staircase by the Exams Office and on the main school website – the posters are also used outside every exam room for internal assessments.

Contingency dates - Summer 2027

The awarding bodies have allocated contingency sessions to the summer 2027 examinations series as follows:

- Wednesday 23rd June: AM & PM

This date has been set to enable the awarding bodies to manage the exam timetable, in the event of a major national or local disruption to the examination timetable. The awarding bodies have requested that all students taking examinations during Summer 2027, **remain available up to and including Wednesday 23rd June 2027** should an awarding body need to invoke its contingency plan.

Exams timetabled at the same time - Clash

- All clashes will be resolved by the Exams Department in advance of candidates receiving Personal Exam timetables, adhering to the following guidance from JCQ

Clashes 3 hours or less

- If a candidate is timetabled to take two or more examinations in a session and the total time of the exams is three hours or less, one of the examinations will be moved to an earlier or later time in the same session (sessions are classed as morning and afternoon)
- Candidates may have a supervised rest break of no more than twenty minutes between clashed exams. Short breaks are to be conducted in an examination room, under formal examination conditions, no revision may take place

Clashes over 3 hours

- Candidates taking two or more examinations in a session and the total time of the exams is more than three hours including extra time and/or supervised rest breaks an examination may be moved to an earlier or later session (sessions are classed as morning and afternoon) within the same day.
- Candidates must be supervised by an invigilator between clashed examinations; no electronic devices are allowed. Supervised breaks for exams over three hours allow candidates to revise. The length of the break can vary.

Overnight Supervision

- When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than:
    - Six hours for GCE examinations (A-Level), including extra time and/ or supervised rest breaks: or
    - Five and a half hours for GCSE, including extra time and/ or supervised rest breaks

Candidates may, at the awarding bodies discretion, be allowed to take an examination the following morning including Saturdays. Candidates cannot take an examination on an earlier day than is scheduled on the awarding bodies' timetable.

Exam timings

- Morning exams start at **9:30am** and afternoon exams at **1:30pm**: times may vary dependant on the length of the exam - candidates need to check their personal exam timetable for time variations.
- Candidates should be at the exam room at least 15 minutes before their exam is due to begin.
- We recommend candidates utilise all the time allocated to an exam, however if a candidate wishes to leave before the end of an exam they must remain in the exam room until 10am for a morning exam and 2:30pm for an afternoon exam.

Supervision during exams

- Exams are supervised by a team of invigilators, for internal and external exams.

- Invigilators receive annual training as per the guidelines from JCQ and receive updated information throughout the exams season.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding organisation to ensure the integrity of all exams held at the centre.

Exam room conditions

- Candidates are required to line up outside an exam room: in the main halls they need to stand in front of the letter for the row they are sitting in: this information can be found on their personal exam timetable. For exams in the Sports Hall, rows A-J should line up outside the main doors and rows K-W should line up in the Maths quad.
- **Candidates are under formal exam conditions from the moment they enter the exam room until they leave the exam room**. This means no talking or making any form of contact with other candidates whilst in the exam room, as this would lead to a malpractice application to the relevant awarding organisation.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- At the front of the Exam room the centre number, title and code of the exam, along with the start and finish time will be displayed for all candidates: if you have extra time this will also be displayed.
- Candidates need to ensure that the front of the answer book/exam paper is completed with the correct legal first name, surname, centre number, candidate number and paper details; this information can be found on your personal exam timetable – **Do not complete the front of the exam paper until you are instructed to do so by an invigilator**.
- If additional answer sheets/answer booklets are used it must be specific to the awarding organisation- invigilators will supply these. All the details added to the initial answer booklet need to be added to any additional sheets/answer booklets
- If a candidate has a special arrangement, invigilators will be aware and will assist you as required, however if you require something please raise your hand.

Exam Seating arrangements

- Candidates are seated in rows, all seats face the front and candidates must ensure they remain facing forward throughout.
- Candidates' seat numbers for all examinations will be printed on personal timetables.

Identifying candidates in an exam room

- All candidates will be provided with an **Exams ID Card** at the start of the exams season. The card must be placed on the candidates' exam desk
- Candidates will be called into the exam room in order by either an invigilator or a member of the year team or senior leadership team.
- A member of the year team or senior leadership team will be outside the main exam rooms to assist with identifying candidates.
- Once in the exam room invigilators will ask candidates to confirm their name, an attendance register will be completed as a record of candidates presence/absence from each exam.

Exam equipment

- Candidates need to ensure they bring the correct equipment to all exams - class teachers will advise candidates on the equipment required for each exam.

- Candidates will require a completely clear pencil case for their equipment.
- Equipment required for an exam will be listed on the front of the exam paper
- If you have forgotten any equipment listed for an external examination, please speak to an invigilator as soon as you realise.
- **Candidates must write in black ballpoint pen.**
- Eraser pens, 'Frixion pens' and correction fluid cannot be used for any exams.
- Questions can be highlighted but answers cannot.
- Any notes or working out needs to be completed on the exam paper.

Using calculators

- Candidates may use a calculator in an examination unless the awarding body's specification states otherwise.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculator meets the awarding body's regulations.
- Calculators with 'exam mode' may be used in an exam when the exam mode is on to ensure the calculator is compliant with exam regulations.

Calculators must be

- *A suitable size for use on a desk*
- *Battery or solar powered*
- *Free of lids, cases and covers which have printed instructions or formulas*

Candidates are responsible for

- *The calculators power supply*
- *The calculators working condition*
- *Clearing any information stored on the calculator*

Calculators must not:-

- *Be designed or adapted to offer: language translation, symbolic algebra manipulation, symbolic differentiation or integration, communication with other devices or the internet*
- *Give access to pre-stored information such as: databanks, dictionaries, mathematical formulae or test*
- *Be borrowed from another candidate during an exam*

Unauthorised materials in an exam

- Candidates are **not permitted** to have the following items in an exam: **mobile phone, earphones or earbuds eg; airpods, watch, smart glasses or any other smart device even if it is turned off.** Following the invigilator's announcement, any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. Candidates are responsible for ensuring devices are handed to centre staff and are turned off/turned to silent mode.
- **If candidates have any unauthorised material in an examination; whether or not they intend to use it, this may be considered by the relevant awarding organisation as malpractice and could result in a zero grade.**
- In examinations where resources **are not shown** on the question paper, or on the stationery list, if you take these into the examination room it can still count as malpractice.

Food and drink in exam rooms

- Food is **not permitted** in any examination room. Where a candidate may have a special arrangement to eat during an exam, a supervised rest break will be implemented outside the examination room.
- Only water in a clear bottle with labels removed and no logos is allowed in an examination room.

Uniform standards during examinations

- All candidates are expected to wear full school uniform to all examinations.
- School rules on hair, make up and jewellery apply throughout the exam season.
- Anyone not conforming to the rules may be housed separately.

Exam bag store

- We advise all candidates to refrain from bringing personal items into school during the exams season.
- Bags will be stored in a dedicated locked bag store called the under croft. **Mobile phones and watches or any other personal items brought into school must be left in your bag**. If these items are on your person during an exam (whether the phone is switched on or turned off) this is classed as malpractice and will result in a zero grade for the exam paper in question and possibly all exam papers for the awarding organisation in question.
- Personal belongings left in bags are left at your own risk, the school or invigilators are not responsible for them.
- No bags should be brought to an exam room.

Late arrivals to examinations

- A candidate who arrives late and is permitted by the centre to sit the examination **must** be given all pre-examination information and warnings before they start the examination. The candidate must be allowed the full time for the examination.
- A candidate will be considered very late if they are more than 1 hour after the published starting time; **10am for a morning exam and 2:30pm for an afternoon exam**.
- For examinations that last less than an hour candidates will be considered very late if they arrive after the awarding organisation's finishing time for the examination.
- **If candidates are late for an examination this may result in them being disqualified from the exam by the awarding organisation.**
- If candidates are running late they must contact the school immediately.
- Candidates who are very late should report to the exams office after the exam to complete paperwork.

Absence from examinations

- If you are unwell when you are due to take an exam, you must make every effort to attend. You can discuss your illness before your exam by contacting the school's exams office as soon as possible; the opening times during the exams season are 8:00 – 16:30. We can discuss the options available dependant on the illness; **we will accommodate students with an illness**.
- If a candidate is absent from an exam they will need to either obtain a note from your doctor or complete a self-certification form (from the exams office) to enable the school to inform the relevant awarding organisation of your absence.
- If you are unwell and you attend an examination you can complete a self-certification form with authorisation from the exams office; this can be submitted to the awarding organisation to compensate for a difference in your normal performance.

- **If you feel unwell during an exam you need to speak to an invigilator in the exam room, (by raising your hand) who will manage the situation**.
- **An awarding organisation can choose to reject an absent or special consideration application if they do not feel the reason(s) are valid**.

Unauthorised absence from an exam

- **Any unauthorised absence from an exam may result in a charge for the cost of the exam; this can include any exam, which forms part of an overall qualification.**
- Any unauthorised missed exams will result in a zero mark.

Emergency evacuation during exams

- The school's examination evacuation and lockdown policies are available on the Exams section of the school's website. Please read and familiarise yourself with the procedure.
- Invigilators are fully trained for such events and will inform candidates of the procedure at the start of an examination.
- Candidates must follow directions from invigilators whether inside or outside the examination room. Candidates are not allowed to take anything with them to the evacuation point. **Exam conditions must be observed, with candidates remaining silent and staying in their rows.**
- Any form of communication could result in a malpractice application to the awarding organisation.

Candidates with Access Arrangements

- All Access Arrangements are applied for by the SENCo.
- The SENCo will carry out the relevant testing to follow JCQ regulations to award varying Access Arrangements
- The exams department will arrange all seating for internal and external exams to ensure candidates' needs are met.

Alleged, suspected or actual incidents of malpractice

Instances of malpractice arise for a variety of reasons:

- some incidents are intentional and aim to give an unfair advantage in an examination or assessment
- some incidents arise due to ignorance of the regulations, carelessness or forgetfulness in applying the regulations
- some occur as a direct result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and an exam is disrupted)
- **All allegations of malpractice in relation to examinations and assessments have to be investigated.** This is to protect the integrity of the qualification and to be fair to the centre and all candidates.
- Examples of candidate malpractice:
  - A breach of the instructions in relation to the examination or assessment rules and regulations.
  - Failing to abide by the conditions of supervision.
  - Working collaboratively with other candidates, beyond what is permitted.
  - Copying from another candidate.
  - Allowing work to be copied e.g. posting work on social networking sites.
  - Deliberate destruction of another candidate's work.
  - Disruptive behaviour in the examination room.
  - Failing to report unauthorised access to assessment related information or sharing unauthorised assessment related information online.

- Exchanging, obtaining, receiving, passing on information which could be examination related.
- Making a false declaration of authenticity in relation to the authorship of centre assessed work.
- 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 the awarding organisation or school about exam information shared.
- Misuse, or the attempted misuse, of examination and assessment materials and resources.
- Being in possession of confidential material in advance of the examination.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts.
- The inclusion of inappropriate, offensive or obscene material in scripts or centre assessed marks.
- Pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism.
- Theft of another candidate's work.
- Bringing into the examination room or assessment situation unauthorised materials.
- Unauthorised use of a memory-stick or similar device where a candidate uses a word processor.
- Facilitating malpractice on the part of other candidates.
- Behaving in a manner so as to undermine the integrity of the examination.

Results

- Only candidates have the right to collect their results.
- If a candidate is unable to collect their results, authorisation may be given to a family member, via a letter or email addressed to the exams department at the school.
- Individuals sent to collect results on behalf of a candidate, must produce identification.
- Results which have not been collected will be posted to the address on the school system - this only applies to Year 11 and Year 13. Results not collected by Year 10 and Year 12 students will be issued to students on their return to school in September.
- **GCE results will be available from the Sports Hall from 8:30am on Thursday 12 August 2027 until 12:30pm**
- **GCSE results will be available from the Sports Hall from 9.00am on Thursday 19 August 2027 until 12:30pm**
- Due to data protection, emailing results is restricted to students only, and is only available to Year 11 and Year 13 students. If you have exhausted all other possibilities for results collection, please contact the exams office at phhsexams@princehenrys.worcs.sch.uk before the end of the school year.
- Sixth form and senior members of centre staff will be available on both results days for consultation.

Post-Results Services

- Post Results services are available from A Level & GCSE results days, up until the middle of September, dependant on the service you choose; dates and services available will be in your results envelope and available in the exams section of the main school website.

The awarding bodies offer the following services:

- **clerical check**: a check of all clerical procedures leading to the issue of a result.
- **standard review of marking**: a review of the original marking to ensure the agreed mark scheme has been applied correctly.
- **Priority review of marking**: a quicker service for students whose university place is affected by their result (only offered by Edexcel for GCSE's).

- **Standard copy of marked paper** – to see how a candidate performed in advance of requesting a review of marking.
- **Priority copy of marked paper** –a quicker turnaround to enable a priority review of marking.
- **Before you request a post results service it is advisable to speak to a teacher or a member of the examinations team – reviews of results can result in:-**
    - original mark being lowered, so your final grade may be lower than the original grade you achieved.
    - original grade is confirmed as correct, so there is no change to your grade.
    - original mark is raised, so your final grade may be higher than the original grade you received.
- A fee is payable at the time of the request for a post results service via Parent Pay
- Awarding bodies charge per examination paper/unit.
- Candidates must consent to a review of results before it is processed.
- It can take up to 3 weeks to receive information from an awarding body about a review request – we will inform you as soon as we receive the outcome of a review via email.
- Once a review has been processed, no further reviews can be requested for that unit/paper.
- If the overall qualification grade increases, the awarding body will refund the cost of the review**.**

Certificates

- Certificates are available for collection from early December.
- Candidates who carried onto the PHHS Sixth Form, will receive certificates through their form tutor.
- Candidates who left school to carry on their studies elsewhere, will be notified via text message -**please ensure we have the most up to date contact number before you leave.**
- Certificates can be collected from the main school reception.
- Anyone collecting certificates on behalf of a candidate must produce ID.
- Certificates must be signed for on collection.
- The school will retain certificates for 7 years, after this time certificates will need to be obtained from the awarding organisations at a cost to the candidate.
- Lost certificates need to be obtained from the awarding organisation at a cost to the candidate, they can be contacted directly via the relevant websites.
- **The school does not send out or issue certificates to candidates without request; certificates can be posted at a cost to the candidate.**

Complaints and appeals procedure

- Prince Henry's High School's complaints and appeals procedure can be found on the exams section of the school's website.
- The policies explain the full process to follow if a candidate has a complaint or would like to appeal a grade.