Headteacher: Mr G Murray
saintjohnfishercc.co.uk
01782 307551
office-sjfcc@ctkcc.co.uk

St. John Fisher Catholic College
Ashfields New Road
Newcastle under Lyme
Staffordshire, ST5 2SJ

CANDIDATE EXAM HANDBOOK

2026/27

This handbook is reviewed and updated annually.

Produced/reviewed by	
A Scott - Examinations Manager	
Date of next review	09/2027

Christ the King Catholic Collegiate is a private limited company, limited by guarantee, registered in England & Wales.
Registered office: c/o St. Teresa's Catholic Primary School, Stone Road, Stoke on Trent, Staffordshire, ST4 6SP, with charitable status.
Company no. 8933913. VAT registration no. 196 6789 29.

Contents

Introduction 4
Purpose of this handbook 4
Coursework assessments/non-examination assessments 4
Written timetabled exams 4
Where you will take your exams 5
What time your exams will start and finish 5
Where your personal belongings will be stored during your exam 5
How your identity is confirmed in the exam room 5
What equipment you need to bring to your exams 5
Using calculators 6
What you should not bring into the exam room 6
Food and drink in exam rooms 6
Supervision during your exams 6
Exam room conditions 7
What to do if you arrive late for your exam 7
What to do if you are unwell on the day of your exam 7
What happens in the event of an emergency in the exam room 7
Malpractice 8
Results 8
Post-results services 8
Certificates 8
APPENDIX 1 9
JCQ Information for candidates - coursework 9
APPENDIX 2 10
JCQ Information for candidates – non-examination assessments 10
APPENDIX 3 11
JCQ Information for candidates – on-screen tests 11
APPENDIX 4 12
JCQ Information for candidates – written exams 12
APPENDIX 5 13
JCQ Information for candidates – Privacy Notice 13
APPENDIX 6 14
JCQ Information for candidates – social media 14
APPENDIX 7 15

JCQ *Unauthorised items* poster 15
APPENDIX 8 16
JCQ *Warning to Candidates* poster 16
APPENDIX 9 17
JCQ AI poster for students 17

Introduction

St John Fisher Catholic College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To complement candidate briefings and assemblies.
- To inform candidates about malpractice in examinations/assessments.
- To provide copies of relevant JCQ information for Candidates documents and exam room posters in advance of any exams/assessments being taken.
- To answer any questions candidates may have.
- To signpost candidates (and where relevant parents/carers) to any exams related policies/procedures that are available on the centre's website.

Coursework assessments/non-examination assessments

- Your teachers will inform you when and how your non-examined assessments will take place, including deadlines for submission of work.
- Your teachers will explain how your work is marked.
- Once you have been informed of your centre assessed mark, you are allowed to request a review of marking prior to these marks being submitted to the awarding body. Please see the internal appeals procedure at the end of this document.
- JCQ Information for Candidates documents are available at the end of this document. They will also be shared with you by your teachers at the start of the course and are available to view on the school website.

Written timetabled exams

- You will receive a statement of entry for the external exams prior to the Easter holiday. This will detail all examinations which you have been entered for, including tiers where relevant.
- Upon receipt of the statement of entry, please carefully check your personal details as well as exam entry information. If any of this information is incorrect, please inform Mrs Scott by the deadline provided. Failure to do so may result in charges from the examination board for any required changes.
- You will receive an exam timetable detailing the date/time of your exams, your exam room and seat number.
- You will receive copies of the JCQ Information for Candidates documents – written examination, social media, privacy etc. These are also included at the end of this document and on the school website.
- You can view copies of the exam room posters at the end of this document.

Where you will take your exams

- Year 10 & 11 (including mock exams)
  Your examinations will be taken in the Gym or overflow Examination Mobile 10. All learners with Access Arrangements will be seated in Examination Mobile 9. You will have the same seat for all your exams in a series.
- Year 12 & 13 (including mock exams)
  Your examinations will be taken in the Examination Mobiles. On occasion in the summer series where there are GCSE and A Level exams taking place at the same time, you may be required to sit in the Library/Gym.

What time your exams will start and finish

- All external morning exams start at 9am. All external afternoon exams start at 1.30pm. Internal mock exam start times will be communicated on the timetable.
- You are expected to arrive in the hall 15 minutes prior to these times to store your belongings and receive the subject specific examination briefing.
- Briefings for Year 12 & 13 exams will take place outside the Examination Mobiles.

Where your personal belongings will be stored during your exam

- Personal belongings will be stored in the crates located in the hall during the exam. These crates are locked for the duration of the exam.
- Please ensure to store your belongings in the crate which is for your exam room/row.
- Year 12 and 13 students should **not** bring personal belongings to the exam room.

How your identity is confirmed in the exam room

- Identity of Year 10 & 11 candidates will be confirmed by centre staff in the hall prior to entry into the exam rooms.
- To allow candidates to be identified, Year 10 & 11 learners must wear full school uniform at all times.
- Identity of Year 12 & 13 candidates will be confirmed by the Sixth Form team.

What equipment you need to bring to your exams

- A black pen (gel pens not permitted)
- Pencil
- Rubber
- Ruler
- Geometry set i.e. protractor, compass (must be in a clear box)
- Pencil cases must be clear plastic

Using calculators

- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' requirements.
- During an examination a calculator must not be able to offer any of these facilities:
  a) language translators;
  b) symbolic algebra manipulation;
  c) symbolic differentiation or integration;
  d) communication with other machines or the internet
- During an examination a calculator must not give access to pre-stored information.
- A calculator must not be borrowed from another candidate during an examination.
- It is the candidate's responsibility to enter their calculator into exam mode where this function is offered.
- A series of FAQs on the use of calculators in examinations may be found at: https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

What you should <u>not</u> bring into the exam room

- No mobile phones
- No watches
- No AirPods, earphones/earbuds
- No MP3/4 players
- No notes
- No labels on water bottles
- Possession of unauthorised items is a serious offence and could result in disqualification from your examination and overall qualification.

Food and drink in exam rooms

- Water is allowed into the examination room provided it is in a clear container with no writing. Labels must be removed from disposable water bottles.
- Food, including chewing gum, is not allowed in the examination room.
- Toilet breaks will be permitted in urgent circumstances. Please use the toilet prior to the exam briefing. Time taken for toilet breaks cannot be added on to the end of your exam.

Supervision during your exams

- All exams, including mocks, are conducted as per JCQ regulations.
- Exams will be supervised by a team of external invigilators.

Exam room conditions

- Once the exam briefing is complete you will be directed to enter the exam room, in silence, row by row.
- You remain under exam conditions from the moment you enter and until you leave the exam room.
- You must listen to and always follow instructions from the invigilator.
- You must not communicate with any other candidate; this includes nonverbal communication such as eye contact and hand gestures.
- Causing disruption in the exam room is considered malpractice and will be reported to the awarding body. Potential sanctions range from a warning to disqualification from the entire exam series.
- If you require anything during the exam, put your hand up and an invigilator will come to help you.

What to do if you arrive late for your exam

- Please arrive in plenty of time for the exam briefing, 15 minutes prior to the exam start time.
- If you are going to be late for an exam, please call the school reception on 01782 307551.
- When you report to school late you will be escorted to an exam room by an invigilator or the Exams Officer.

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

- If you are unable to attend an exam due to illness, please call the school reception on 01782 307551 at the earliest opportunity.
- If you have medical documentation to support your absence, please inform the Exams Officer.
- If you feel unwell but manage to attend the exam, please inform the Exams Officer or an invigilator.
- If you feel unwell during an exam, raise your hand and inform an invigilator.
- Please note that external exams cannot be re-arranged, and it is important that you make every effort to attend them. Unauthorised absence from exams may result in charges.

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

- In case of an emergency in the exam room, in the first instance you should continue working until you receive instruction from the invigilator.
- If you are required to 'lockdown' in or leave the exam room, you should remain in silence and not communicate with any other candidate so as not to jeopardise your marks for the paper.

Malpractice

- 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.
- Below are some examples of malpractice
    - Introduction of unauthorised material into the examination room
    - Breaches of examination conditions
    - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
    - Offences relating to the content of candidates' work
    - Undermining the integrity of examinations/assessments
- Sanctions range from a warning through to disqualification from the entire exam series.
- Indicative sanctions from JCQ will also be applied internally for any malpractice which takes place during mock exams.

Results

- Results dates and collection times will be shared by the Exams Officer at the end of the exam series.
- Results can be emailed if you are unable to collect your results in person. Please email the Exams Officer ascott@ctkcc.co.uk

Post-results services

- Post results services include access to scripts, review of results and appeals.
- Requests for post-results services must be made through the school.
- Post results information is available in school on results day and the school website.
- Consent forms and payment information will be available from the Exams Officer on results day. The forms are also available on the school website.

Certificates

- Certificates are available for collection from the school reception from December to February for the previous exam series.
- If you would like to collect certificates after this, please email the Exams Officer ascott@ctkcc.co.uk
- Certificates should be collected by the candidate directly, if this is not possible the candidate needs to email the Exams Officer authorising a named person to collect on their behalf.
- We strongly recommend that certificates are collected as they are often required by further education providers and employers and are expensive to replace.

JCQ Information for candidates - coursework

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

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework_Assessments_2025_FINAL.pdf

JCQ Information for candidates – non-examination assessments

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

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE_Assessments_2025_FINAL.pdf

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen_Examinations_2025_FINAL.pdf

JCQ Information for candidates – written exams

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

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf

APPENDIX 5

JCQ Information for candidates – Privacy Notice

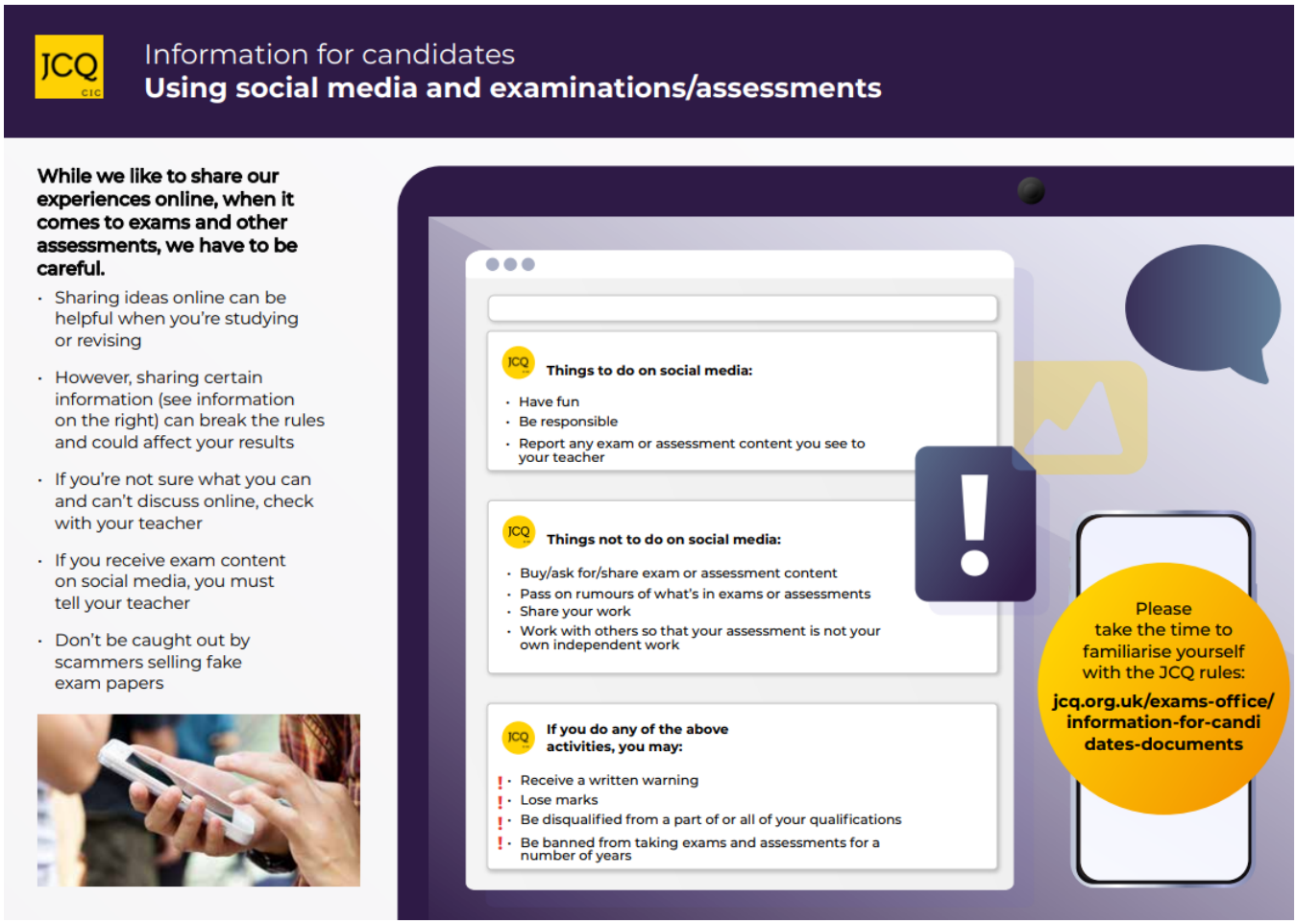
You **must** read this notice as it contains *"Information About You and How We Use It"*

Microsoft Word - Information for candidates - Privacy Notice_MR (jcq.org.uk)

JCQ Information for candidates – social media

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

JCQ Social Media Infographic v4



JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **mus**t note that *"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."*

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · cea · NCFE · Pearson · wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
is a serious offence and could result in

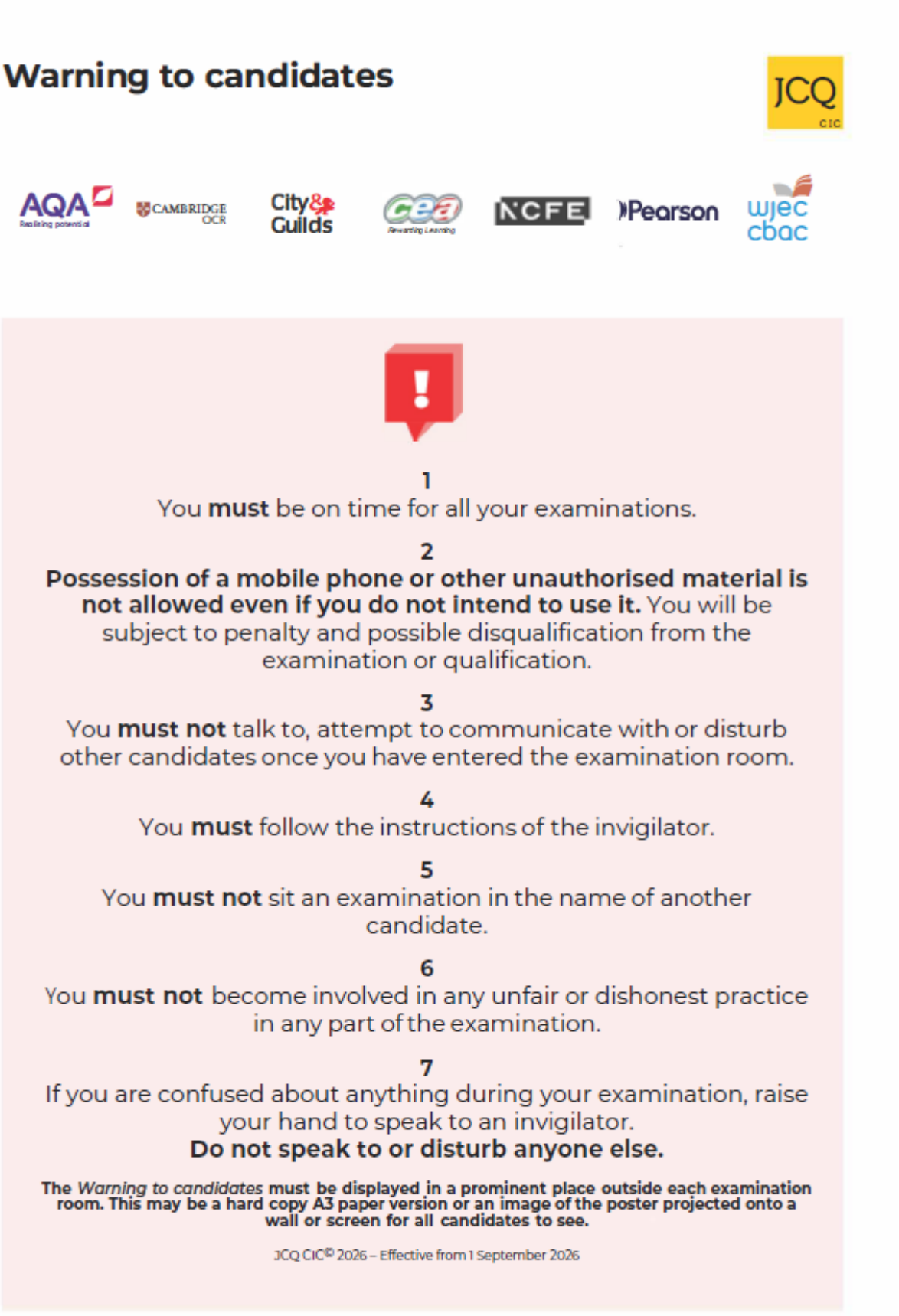
DISQUALIFICATION

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.



Warning to candidates

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · CEA · NCFE · Pearson · WJEC CBAC

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 examination or 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 during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

JCQ CIC© 2026 – Effective from 1 September 2026

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

JCQ-AI-poster-for-students-2.pdf

