



Exams and Formal Assessments Guidance for Students

2023-2024



Mocks and Assessments 2023-2024

- 1) All year groups will sit a minimum of one assessment under formal exam conditions in the Sports Hall complex
- 2) This is a fantastic opportunity for you to gain valuable experience sitting exams under formal conditions
- 3) All other assessments take place in lessons.

The Sports Hall



Small/other exam rooms

Dance Studio (DS)



Office (NI Office)



Sports Hall Lounge (SHL)



Fitness Suite (FS)



Your tutors and HoLs team will:

Before mocks and formal assessments

- provide instructions on when and where to line up for your mock/formal assessment
- share the seating plans during tutor time
- give information for any final arrangements
- outline the rules of the exam room



Lining up

- Time:
- Location:
- Expectations:

Mock Exams and Formal Assessments

the rules...

- All mock exams and formal assessments are run in the same way as real exams and follow the exam regulations from the Joint Council for Qualifications (JCQ)
- Exam rooms are zero tolerance zones – all students **MUST** follow the rules
- Make sure you understand the rules – now is the time to ask questions if you are not sure
- Follow the instructions of the Exams Team and Invigilator(s) at all times

ZERO
TOLERANCE
POLICY

JCQ Rules

- All students should read and understand the JCQ ['Information for Candidates – Written Exams'](#) document
- You should also watch the 5 minute [Information For Candidates Video](#) that explains the rules for written exams
<https://www.youtube.com/watch?v=xLDe6JDlcjU>

[All JCQ information and rules](#) are available on the exams page of the website fullbrook.surrey.sch.uk/exams/

- [Information for Candidates-Written Exams](#)
- [Information for Candidates-Coursework](#)
- [Information for Candidates-Non Exam Assessments](#)
- [Information for Candidates-Onscreen Tests](#)
- [Information for Candidates-Privacy Notice](#)
- [Information for Candidates-Social Media](#)
- [Information for Candidates – JCQ Infographic](#)
- [Unauthorised Items Poster](#)
- [Warning to Candidates Poster](#)
- [JCQ – Preparing to sit your examinations](#)



Joint Council for
Qualifications ^{CIC}



Equipment

- No equipment will be loaned in the exam room

(except replacements in event of breakages)

You **must** have your own equipment

- All equipment must be in a see-through pencil case or plastic bag. No other pencil cases will be allowed. Maths equipment containers are not permitted.
- Only bring into the exam room the equipment you need



Equipment



You must have

- Black pen x 2
- Green pen (students with extra time allowance)
- Pencil (plus spare and/or a sharpener)
- Rubber
- Ruler
- Highlighter
- Maths equipment
 - Calculator **WITHOUT** case, lid or operating instructions (unless it is a paper where a calculator is not permitted)
 - Protractor
 - Compass
- You **MUST** write in black pen for all exams. Pencil should only be used for drawing unless the instructions on the paper state otherwise
- You must **NOT** use correcting pens, fluid or tape, erasable inks or gel pens
- You must **NOT** use highlighter pens in your answers, but may use them to highlight extracts or parts of questions



Prohibited equipment

Leave these items in your bags / lockers

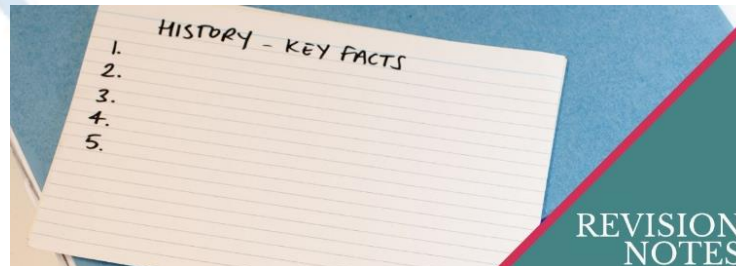
- Correcting pens, fluid or tape
- Erasable pens
- Gel pens
- Scissors
- Glue Sticks
- Make-up or lip balms
- Glasses cases
- Calculator cases/lids/instructions
- Tissues

(ask an invigilator if you need a tissue)



Prohibited Items

Do not bring into the exam room



Prohibited Items – continued...



No eating

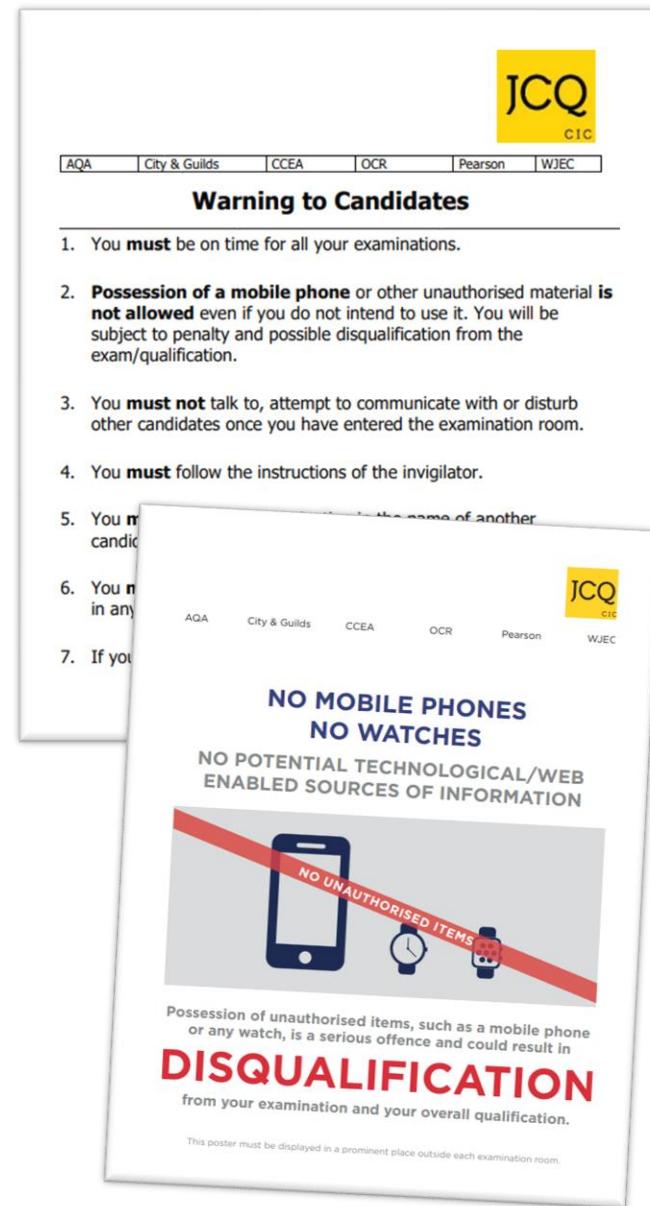


NO CHEWING GUM



JCQ unauthorised items

- Only bring in materials needed for the exam paper
- Unauthorised items must **not** be brought into the exam room – these include;
 - Phones, iPods, MP3/4 players or similar devices
 - Watches of any kind
 - Headphones/buds/airpods
 - Notes of any kind (including; paper, tissues or writing on hands)
 - Tissues are available in all exam rooms (students can request from an invigilator)
 - Items such as glue sticks or lip balms – they contain writing
 - Maths tins and other non-transparent cases/items
 - Calculator cases/covers or instructions/formulae
- Remember: possession of unauthorised material is breaking the rules (malpractice), even if you do not intend to use it, and you will be subject to penalty and possible disqualification



Exam rules – continued

Calculators

- Are permitted in exams unless the paper states otherwise (i.e Non-calculator Maths and Computer Science papers)
- It is the student's responsibility to ensure that there are no pre-prepared programmes or data stored in the memory



Water Bottles (water ONLY)

- Students may bring a drink of water into the exam room. It must be in a clear, transparent, see-through bottle and free from all labels, writing and images.
- Water bottles with measurements are not permitted
- Sports cap bottles are recommended to avoid spillages



Malpractice

- In simplest terms 'malpractice' is a failure to follow the rules of an examination or assessment (including during production of NEA/coursework)
- All rules contained in the JCQ Information for Candidates documents must be adhered to
- Any breach of rules may constitute malpractice, which Fullbrook must report directly to the exam board
- Where exam boards find that malpractice has occurred they may impose one or more sanction(s) upon candidates

Possible Penalties for malpractice

- Formal warning from the exam board
(delivered by the Centre to the candidate)
- Loss of marks:
 - on a section/sections of an exam paper/component
 - for a whole component/paper/unit
- Disqualification from:
 - a unit/paper
 - whole qualification
 - from the exam series and all qualification within that series
- Candidate debarment from entering one or more qualification for a set period of time

Malpractice further information

Further information can be found on the exams page of the Fullbrook website and the JCQ site:

<https://fullbrook.surrey.sch.uk/exams/>

<https://www.jcq.org.uk/>

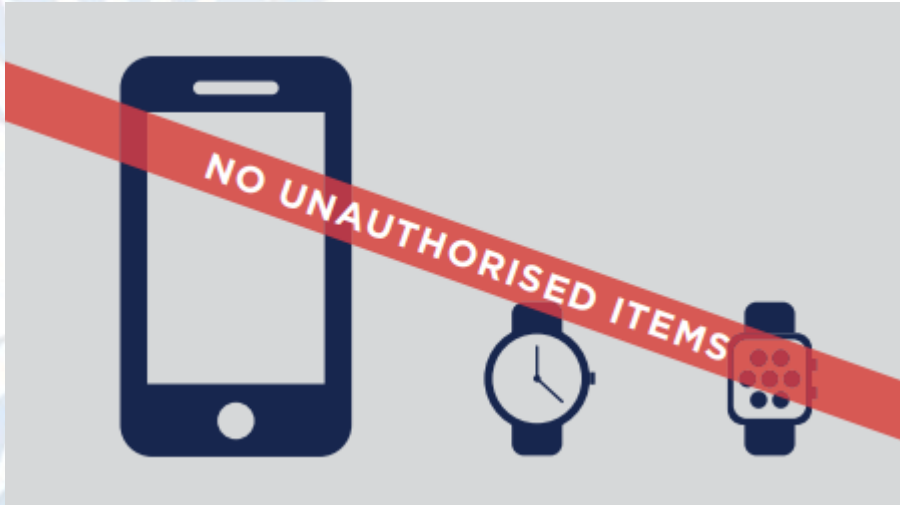
The JCQ malpractice documents

<https://www.jcq.org.uk/exams-office/malpractice/>

Useful links

- [Fullbrook Exams Policy 2023-2024](#)
- [**Fullbrook Malpractice Policy 2023-2024**](#)
- [**Fullbrook Non-Examination Assessment Policy 2023-2024**](#)
- [**JCQ Information for Candidates Documents**](#)
- [**JCQ Suspected Malpractice Policies and Procedures**](#)

Malpractice examples



- Introducing a prohibited item into an exam room (whether you intend to use it or not)
- Talking to or attempting to communicate with another candidate
- Do **not** turn around in your seat
- Do **not** take any exam materials from the exam room

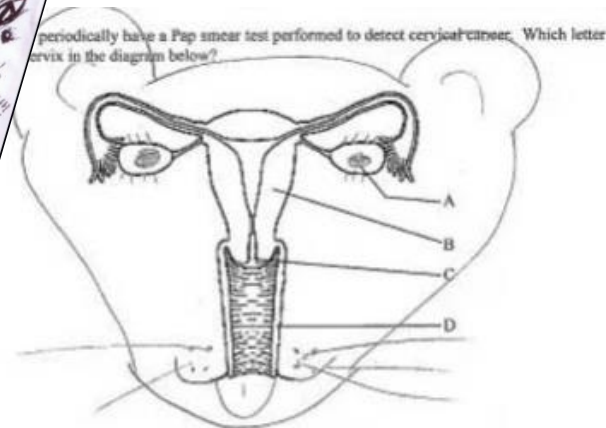
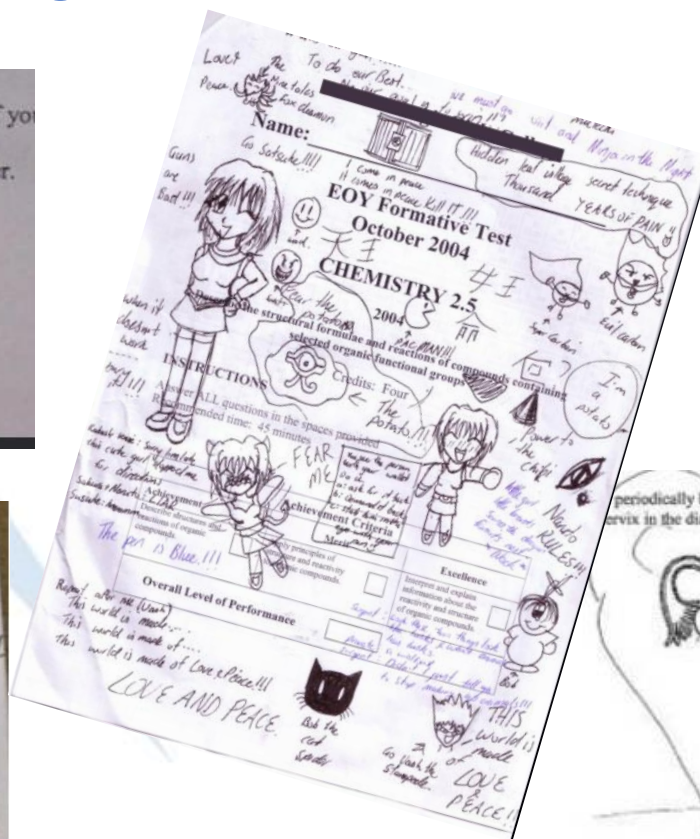
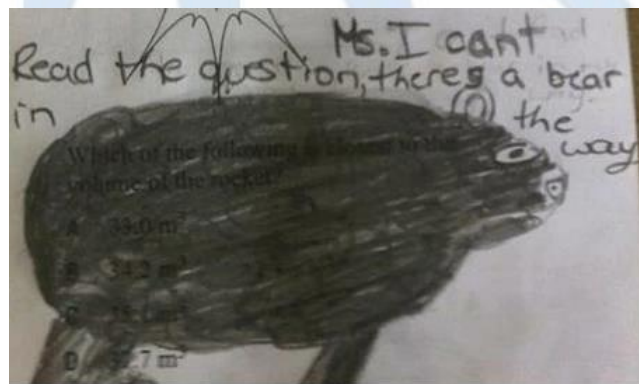
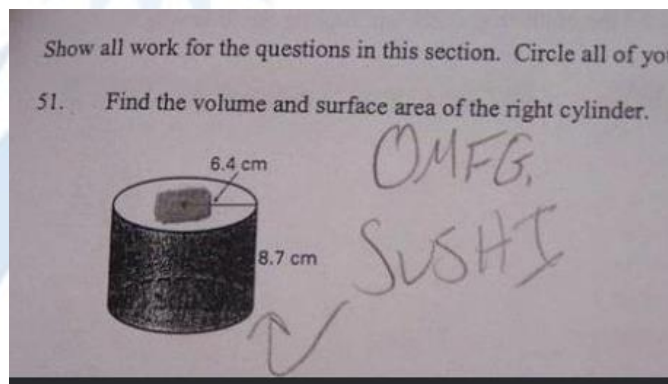
Malpractice examples

- Cheating or attempting to cheat
- Do **not** allow others to copy your work
- No writing on hands



Malpractice – examples

- Do **NOT** deface your exam paper or write profanities – you may lose marks or be subject to other malpractice investigations



Possessions

- NO bags, coats, hats/hoods, scarves etc are allowed into the exam room
- Remember to remove any prohibited items from pencil cases and pockets
- Be prepared and arrange to leave belongings and any prohibited items in your locker

Behaviour and Punctuality



- Behaviour exemplary at all times
- Students must arrive on time, and in **correct uniform**
- F6 students must bring their ID lanyard (display face-up on exam desk)
- If you are wearing **incorrect school uniform**, or **arrive too late**, you may not be allowed to sit the exam
- You may score zero and receive a sanction

Entering the exam room

- Enter in SILENCE
- Find your seat and sit down
- Wait in silence for instructions
- Do not open your paper or write anything until instructed
- Remain facing the front at all times



There is NO communication (including non-verbal) with any other student once in the exam room

If you need help...
raise your hand and ask an invigilator

In the exam room

- Follow the instructions of the Exams Team and Invigilators at all times
- Start and end times will be written on the board. You will be told when to start.
- If you feel unwell or need the toilet... raise your hand and wait for an invigilator to come to you. Explain the problem
- No toilet use in the first or last 10 minutes, unless there is a medical need
- If you need assistance please raise your hand and wait for an invigilator to come to you. Explain the problem. The invigilator cannot help you with the exam paper



Candidate Cards

Name: **Smith Bob**

Year: **11**

Reg: **11 DRG**

Exam No: **1234**

UCI: **649180193238B**

- You will have a candidate card on your desk
- Check you are sitting at the correct desk
- Your 4-digit 'Exam No' should be written on all exam papers
- Do NOT damage or deface your exam candidate card

If you finish early...

- You **CANNOT** leave early. Spend the time checking your paper and correcting any mistakes.
- **DO NOT** leave anything blank. Always have a go at answering the questions.

When the exam has finished...

- You will be told to stop writing and close papers
- Remain silent whilst invigilators collect exam papers
- Do NOT remove any exam materials - malpractice
- **Wait** to be dismissed – one row at a time
- Do not tuck chairs under desks – scraping noise
- Leave in silence and remain in silence until you are away from the exam hall. Other students may have extra time and will still be working on their exams. Be considerate!



After the exam

- After you have left the exam room you will **not** be permitted to re-enter
- You **MUST** return to lesson

EAA – Exam Access Arrangements

- All students with EAA should have been informed
- Your EAA is marked on your candidate card – if you have been told you have EAA and it is not on your card, you must tell an invigilator
- Extra time students in mocks – at the end of normal exam time, switch to green pen (unless it is a final real exam)

If you have questions ...

- You can ask your year group teams, tutor, or the Exams Office (Mrs Seddon)