



Le Rocquier School

Learn, Respect and Succeed

STUDENT EXAM HANDBOOK 2024/25

This handbook is reviewed and updated annually

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Introduction

Le Rocquier School is committed to ensuring that all candidates are fully briefed on the examination and assessment processes in place and are made aware of the required JCQ (Joint Council for Qualifications) and Awarding Body instructions and information for candidates.

Purpose of this Handbook

The purpose of this handbook is:

- To ensure that you and your parents/carers are provided with all relevant information about your exams and assessments in advance of these being taken.
- To make you aware of the relevant 'JCQ Information for Candidates' documents and exam room posters in advance of any exams or assessments being taken.
- To answer any questions you may have.
- To inform and signpost you and your parents/carers to any exams-related policies and procedures that you need to be made aware of.

Written timetabled exams

For all Summer 2025 exams:

- A general timetable of all exams will be put up on the Exams area of the noticeboard in the 'Room to Success' (PD7)
- You will receive a **Candidate Statement of Entry** so that you can check that your personal details and exam entries are correct – this will be available in early March 2025
- You will receive a **Personal Candidate Exam Timetable** detailing the dates and times of all your exams/assessments – this will be available once the final entries are confirmed, usually late March 2025.

You will be advised separately of arrangements for exams outside of the Summer 2025 exam series if applicable to you eg: November 2024 / January 2025

Timetable Clashes (two or more exams timetabled at the same time)

Exam clashes are common and tend to happen every year but the good news is that they are easily managed if exam regulations are followed. If this applies to you, full details of any arrangements will be given to you about where and when you sit these exams and how you will be supervised in between.

Examples

- If you are timetabled for two or more examinations in a session (morning or afternoon) and the total time is three hours or less, they must be conducted one after the other within the same examination room. You will be supervised under formal examination conditions at all times with a supervised break of no more than 20 minutes between papers.
- If you are timetabled for two or more examinations in a session (morning or afternoon) and the total time is more than three hours we will conduct one examination in a later or earlier session within the same day. Although you do not have to remain in the same exam room for this, in accordance with exam regulations, a member of staff will always be with you but you will still be able to have your lunch and revise.

Contingency Sessions - Summer 2025

The designation of 'contingency sessions' within the examination timetable is in the event of national or significant local disruption to examinations and is part of the awarding bodies' standard contingency planning for examinations. If something were to happen to a day of exams, the awarding bodies would liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact and affected examinations could be rescheduled and the contingency sessions would be used.

It is very important that you ensure you will be available on those dates if necessary so these should be taken into account when making holiday plans for the summer.

The dates are:

- 11 June 2025 (afternoon only)
- 25 June 2025 (all day)

Where you will take your exams

Exams take place in the following locations and you will be advised which apply to you:

- Main School Hall
- MFL Computer Room
- Computer Rooms
- Various 1:1 support rooms

Where you will sit in the exam room

The exam room is generally set up in alphabetical order and it should be easy to find your seat. This is where you will be seated for all your exams unless you are instructed otherwise.

If you can't find your seat, you should ask an invigilator to help you.

What time your exams will start and finish

Le Rocquier exams will start at the following times:

- Morning – 9.00am
- Afternoon – 1.00pm

There are also strict regulations around finish times. It is a requirement that students remain under supervision for no less than 1 hour following the published start time which means that we are not allowed to let you leave an exam without supervision before 10.00am or 2.30pm.

Supervision during your exams

All exams are supervised by a team of invigilators who must strictly follow all the rules and regulations set out by the JCQ (Joint Council for Qualifications). Most of our invigilators are not school staff so you will only see them when you are taking your exams although you will probably have already seen them during your mock exams. There are occasions where we do use school staff.

Remember, the primary role of the invigilator is to ensure that the exams are run according to the regulations. Therefore you must follow their instructions at all times even if you may not understand why you are being asked to do something.

Exam room conditions

It is very important to remember that you are under formal exam conditions from the moment you enter an exam room until you leave and there are strict rules around this. Listed below are the main ones:

- Once you walk through the door or the exam room, you **must** remain silent which means absolutely **no talking** to other students.
- You **must** listen to and follow the instructions of the invigilator at all times in the exam room.
- You **must not** communicate with or disturb other candidates.
- You **must not** enter any personal information on the front of your answer books until you are instructed to do so.
- You **must not** open your question paper until you are told that the exam has begun.
- If required, you may request additional answer sheets or answer books etc if you run out of space on your exam paper. You **are not** permitted to have extra paper for rough work, doodling, drawing etc.
- At the end of the exam you **must** remain in your seat until you are given permission to leave.
- Once you are given permission to leave, you must do so **without speaking** and quietly and promptly make your way to 'Room to Success' (PD7) so you do not collect in the main foyer – not all students will finish at the same time and will still be working so you **must** be respectful of this.

REMEMBER:

Not following the regulations can be regarded as malpractice and may lead to disqualification.

Please refer to the ***Information for Candidates - Written Examinations*** for full information – this can be found on the School Website.

What equipment you need to bring to your exams

It is important that you bring all the equipment you will need for your exam.

You **should always** bring with you the following as minimum:

- Black ballpen(s) – you must write in black, non-erasable ink
- Pencil

Additional equipment **as required** for the specific subject/paper

- A clear pencil case
- Maths set – ruler, compass, protractor etc
- An approved calculator – see further information on page 6

School will provide all official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets. No other stationery, including paper for rough work, can be provided.

Using calculators

The instructions on the question paper will say whether calculators are allowed or not. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Listed below are the main ones

- During an examination a calculator must not be able to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet.
- During an examination a calculator must not give access to pre-stored information. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text

See **FAQs – Using Calculators** – this can be found on the school website

What you should not bring into the exam room

There are certain items that **must not** be brought with you into the exam room and some of these are listed below:

Examples

- Notes, books, papers
- AirPods
- Earphones/earbuds,
- iPods,
- Mobile phones
- MP3/4 players or similar devices
- Watches (of any type at all including analogue)
- Smart glasses
- Any other smart devices

If you have any of the above in your possession during an exam, this will be regarded as malpractice and may lead to disqualification. If you are unsure if something you have is allowed in the exam please **always** check with an invigilator.

Please refer to the **Unauthorised Items** Poster – Appendix 1 in this booklet and on the school website

Food and drink in exam rooms

School policy does not allow food to be taken into the exam room however, you may bring a drink with you. Drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

What you should wear for your exams

You are expected to wear correct school uniform to all your exams.

Where your personal belongings will be stored during your exam

You should leave all belongings in the 'Room to Success' (PD7)

What to do if you arrive late for your exam

If you arrive late but within 1 hour of the start, you are still be able to sit the exam and if so, you will be allowed to have the full time for the exam. However, this is at the discretion of Le Rocquier and should not be assumed.

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

If you are unwell on the day of your exam you should follow the appropriate advice per the following.

- If you are unable to attend the exam you **must** telephone school to let us know no later than 8.30am. Please **do not** email as emails may not be checked early enough for us to be aware of your absence and your parent or carer will receive a call from us.
- If you are too ill to come into school you will need a medical certificate from your doctor or the hospital to explain the reason for missing your exam. This is required so that we can ask the exam board to take your illness into consideration when marking your paper.
- If you are unwell but still come in and take your exam, we can apply to the exam board for this to be taken into consideration when marking your paper.
- If you feel unwell during the exam, you should attract the attention of an invigilator. If you need to leave the exam room, they will accompany you to ensure that you are supervised which will allow you to return to finish your exam if you are well enough to do so.
- Should you not be well enough to complete the exam, the rules around start and finish times will still apply and a request for special consideration may be submitted – you may be required to provide medical evidence for your absence.

What happens if you have an unauthorised absence from your exam

If you do not have a valid reason for absence for example due to illness, this will be regarded as an unauthorised absence and you will score zero marks for that paper.

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

In the event of an emergency or if the fire alarm sounds, you must remain seated and wait for instructions from the invigilators.

Results

Examination results will be available for collection at school on results day between 9.00am and 11.00am. Senior Staff from school will be available during these times should you have any questions regarding the results you receive. In addition, they will be able to provide guidance on next steps. There will also be staff in school on the day following results day between 9.00am and 11.00am should you require any further assistance.

If you are out of the island or unable to collect your results in person, you have the following options:

- You can nominate a responsible person to collect the results on your behalf providing we receive an email request from your personal email address stating that you give your permission along with the name of the nominated person – this should be sent to Admin@lrs.sch.je **The named person will be required to provide personal identification for example a passport or driving licence.**
- You can provide details of an email address to which we can send results – this should be sent to Admin@lrs.sch.je
- You can provide the school with a pre-addressed envelope and we will post your results to you. Please be aware that results will arrive in the post up to a few days after results day.

A letter will be sent out in July confirming the above arrangements

Post-results services

Following receipt of your results, if you have concerns around your marks or grades you must discuss this with a member of staff who will be able to access a number of post results services on your behalf and will explain the options to you. The services available are:

- Clerical Check (Service 1)
- Review of Marking (Service 2)
- Review of Moderation (Service 3)
- Access to Scripts

A member of staff will assess each request on its own merit and the Deputy Head in charge of exams will make a decision whether any of the above services should be used. You **must** be aware that with any review, your results may go down or up and this is detailed on the consent form you will need to sign.

Please refer to the **Post Results Policy** on the school website for full details

Certificates

Certificates are usually published by the exam boards during September and October. You will receive your certificates at an award ceremony in November 2025 about which you will receive further information nearer the time. If you are unable to attend the ceremony you can still arrange to collect them at a later date. It is very important that you keep your certificates safe as many employers require you to show evidence of your GCSE grades and it is very expensive for you to replace these if you lose them.

Information for Candidates Documents

All of the following JCQ Information for Candidates documents can be found on the Le Rocquier School website under '**STUDENTS/EXAM INFORMATION**'. You should ensure that you read and understand the contents of each.

- Information for Candidates – Coursework Assessments
- Information for candidates – Non Examination Assessments
- Information for Candidates – On-screen Examinations
- Information for Candidates – Written Examinations
- Information for Candidates – Preparing to Sit Your Exams
- Information for Candidates – Privacy Notice
- FAQs – Using Calculators
- JCQ Malpractice Policies and Procedures

Le Rocquier School Exams Policies

The following Exam Policies are available on the Le Rocquier School website under '**STUDENTS/EXAM INFORMATION**'

- Le Rocquier School Appeals Against Internally Assessed Marks Policy
- Le Rocquier School Exam Complaints Policy
- Le Rocquier School Post-results Policy
- Le Rocquier School Examinations Malpractice Policy

Questions

If you have any questions or need further clarification relating to anything in this Handbook please:

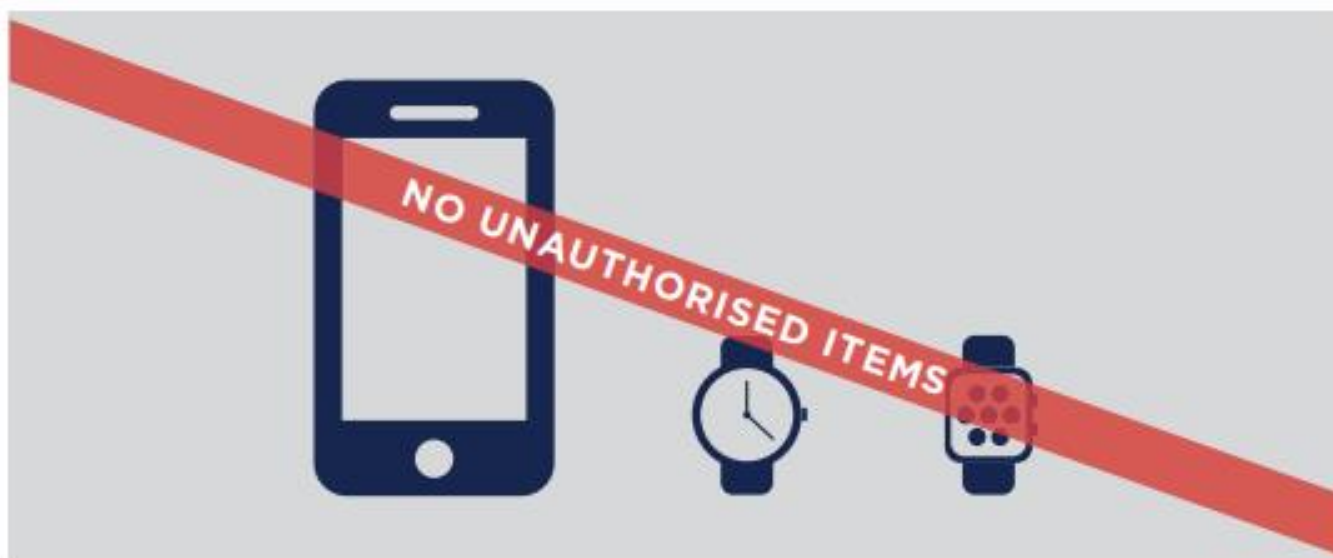
- Ask your subject teacher

AND / OR

- Email the Exams Officer h.sutherland@lrs.sch.je

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.

Warning to candidates



AQA Questions matter AQA	City & Guilds City & Guilds	CCEA Rewarding Learning CCEA	OCR Oxford Cambridge and RSA OCR	Pearson Pearson	WJEC WJEC
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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.



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
 Misusing AI is cheating!
 Know the rules
 Talk to your teachers
 Reference clearly



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

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

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

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CANDIDATE DECLARATION/CONFIRMATION FORM

Regulations concerning the conduct of Examinations and assessments

I confirm that prior to my assessments and/or examinations taking place:

- I have accessed the JCQ **Information for Candidates** documents as they relate to the qualifications I am taking prior to my assessments and/or examinations taking place:
- I am aware of the content of the JCQ **Unauthorised Items** and **Warning to Candidates** posters

Malpractice

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 person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.

Examples of what constitutes malpractice include:

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid the copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

Personal data

The JCQ information for candidates document – (Privacy notice) *Information About You and How We Use It* explains how awarding bodies collect information about examination candidates and how the information is used.

- I confirm this notice has been brought to my attention
- I understand my personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000

Copyright

The copyright of any work created by candidates that is submitted to an awarding body for assessment (referred to as **Assessment Materials**) belongs to the candidate. By submitting this work candidates are 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.

By signing here I am declaring I have read and understand the regulations concerning the conduct of examinations and assessments, I understand what constitutes malpractice (and what AI misuse is) and the consequences of committing malpractice:

PLEASE HAND THIS PAGE TO MR WILLIAMS, HEAD OF YEAR 11, ONCE YOU HAVE SIGNED BELOW

Student Name: Date:

Student Signature: