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## Introduction

The Swayne Park School 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 Joint Council for Qualifications (JCQ) and awarding body instructions and information for candidates.

### **Purpose of the candidate examination handbook**

To support/complement

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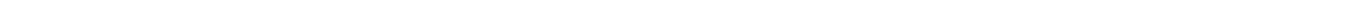


**What to do if you identify you have two or more examination papers timetabled at the same time (a timetable clash)**

Should you have a timetabled clash, the Examinations Officer will meet with you to make the appropriate arrangements and where relevant refer



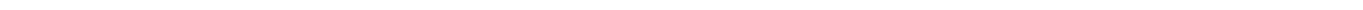
**Where you will sit in the examination room**





## **Is food and drink allowed in the examination rooms?**

The Sweyne Park School's **Food and Drink in examination**





## **What happens if you have an unauthorised absence from an examination?**

Should you be absent from the examination, the centre will inform the examination board, parents/guardians may be invoiced the examination entry fees as per the centre's examinations policy.

## **What happens in the event of an emergency in the examination room?**

In the event of an emergency, the invigilators will advise the candidates to put down their pens and close their question papers.

Examination regulations will still apply.

Should there be a need to evacuate, the invigilators will escort the candidates outside by the nearest fire exit. Candidates will line up in examination number order and **must** not communicate.

Examination regulations must be upheld.

Should the examination be allowed to continue, candidates will return to the examination venue and the exam will continue. The examination board will be notified of the incident and the Examinations Officer will apply for special consideration.

Should the examination regulations be not upheld, the examination will be aborted and the examination board informed.

## **Candidates with access arrangements**

Candidates requiring Access Arrangements are assessed by SENCo.

Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply

Examinations for candidates with access arrangements will not be in the main exam hall. Venues vary depending on requirements and these are organised by the SENCo.

## **Results**

Summer 2023 Results days are;

**GCE Thursday 17th August 2023**

**GCSE Thursday 24th August 2023**

A hard copy of provisional statements of results will be issued to candidates

Senior members of centre staff will be available immediately after the publication of results

Should you be unable to collect your results in person, a letter of authorisation naming the person to collect on their behalf is required.

Uncollected results will be posted on the day

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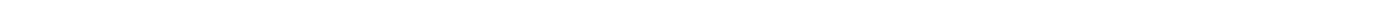






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If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations -

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F. At the end of the exam

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







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We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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  
report the matter to the  
awarding body and it will be investigated.





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This document tells you about some things that you      and      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      ask your teacher.



When producing a piece of work, if you use the same wording as a published source, you place quotation marks around the passage and state where it came from. This is called 'referencing'. You 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

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