

EXAM HANDBOOK 2023-2024

The Exams Office makes every effort to ensure that the information in

Exams Office

It is the aim of the Exams Office to make the exam experience as stress-free and successful as possible for all students. If you have any queries, need help or advice at any time, before, during or after exams, please contact us. The Exams Office is located on the second in Room 2.20 and is open daily from 8:30am to 3:30pm. You can contact the New College Doncaster exams team in the following ways:

Jayne Pownall	Examinations Officer	jayne.pownall@nclt.ac.uk	01302 976676
Nicola Cooper	Exam Admin Support	nicola.cooper@nclt.ac.uk	01302 976676
Georgina Lawrence	Trust Examinations Manager	georgina.lawrence@nclt.ac.uk	01977 802821
General Examinations Enquiries		exams@nclt.ac.uk	

Examination Timetables

Examinations and assessments take place throughout the academic year, therefore it is a requirement that students do not take holidays during term time. JCQ set a Contingency Day every academic year for the Summer exam series, and every student taking exams **must be** available up to and including that date. For 2023/24 the Contingency Day is Wednesday 26 June 2024.

Written exams take place at the following times:

September	Year 13	WJEC Applied Criminology resits
October / November	Year 12	External Exams GCSE English and Maths, UK Maths Challenge
	Year 12	BTEC and Cambridge Technical Mock Exams
	Year 13	External Exams GCSE English and Maths, University Admission Tests, UK Maths Challenge
	Year 13	A Level, BTEC and Cambridge Technical Mock Exams
December / January	Year 12	External Exams BTEC, Cambridge Technical and WJEC Applied Criminology
	Year 13	External Exams BTEC, Cambridge Technical and WJEC Applied Criminology
February / March	Year 12	BTEC and Cambridge Technical Mock Exams
	Year 13	A Level, BTEC and Cambridge Technical Mock Exams
March to June	Year 12	External Exams - BTEC, Cambridge Technical and WJEC Applied, GCSE English and Maths
	Year 13	External Exams A Levels, BTEC, Cambridge Technical and WJEC Applied, GCSE English and Maths, STEP University Admission Tests
May	Year 12	A Level Progression Exams

Depending on your area of study, there are some exams, which do not fall into the 0374 study, there are some exams, which do not fall in

You should always check your personal details (full legal name, spelling and date of birth) and exams very carefully. Your personal data (name, date of birth, gender) is transferred to the Exam Boards for examining/award qualifications purposes and must match your legal name. If there are any errors/omissions/queries or your exam timetable is not on Cedar, please cont

IDENTIFICATION – NEW COLLEGE ID CARD

You MUST wear your New College ID card at all times when in College. We will ask you to unclip it and put it face up on the top right hand corner of your desk so the invigilator can check ID cards against the Attendance Register during exams. It should remain on your desk at all times throughout the exam and should not be defaced in any way.

Not having your ID card could prevent your exam paper being submitted to the examiner and/or disciplinary action; in fact, it is New College policy that students must wear their ID card visibly at all times. If you have lost or misplaced your card, you can obtain a duplicate at the Payment Desk for £5.00.

WATER & FOOD

You are allowed to bring a small bottle of water in a clear (non coloured) container with a spill proof cap and it should have no writing, motifs, logos etc on it, and with all labelling removed, into the exam room; no other food or drink is permitted.

NOTICES

All exam related notices/information will be posted on the Sharepoint Student Hub and/or the College website.

The Exams Team also use email or Teams to contact students, so check your New College email often (ensure your mailbox is not full), as there may be important information for you.

ROOM VENUES, SEATING PLANS & SEAT NUMBERS

Closer to each exam date, venues and seat numbers will be displayed on your exam timetable on Cedar. You should check this on a daily basis, as any amendments show overnight. Make sure you know your venue, seat number and candidate number before you enter the exam room.

Students will be allowed into the exam room approximately 15 minutes before the scheduled exam start time so that all

Academic Misconduct/Malpractice

preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. Examples of candidate malpractice are set out below. The list is not exhaustive, other instances of malpractice may be considered by the awarding bodies at their discretion.

JCQ Information for Candidates

The Joint Council for Qualifications issues Information for Candidates each academic year, and it is your responsibility to ensure that you read, understand and follow all of the regulations contained in the following six documents.

- Information for Candidates - Coursework assessments 2023 24
- Information for Candidates - Non-examination assessments 2023 24
- Information for Candidates - On-screen tests 2023 24
- Information for Candidates - Privacy Notice 2023 24
- Information for Candidates - Social Media 2023 24
- Information for Candidates - Written examinations 2023 24

These are available on the Student Hub on Sharepoint and on the College Website

The following notices will be displayed outside of every exam room, and you must abide by them at all times.

