



**EXAMINATIONS
BOOKLET
YEAR 11**

2021 - 2022

School Phone Number: 01392 204082

This booklet outlines the arrangements for your GCSE examinations in the summer. You will need to read all of this information carefully and discuss any problems with your tutors and parents. Please keep this book safely at home.

The School has One Centre Number for GCSE Examinations,

It is:

54241

You must use this number in all of your examinations.

You will have your own candidate number which is for you only - it is made up of four numbers and will be shown on your Candidate Desk Label when you sit your exams.

INSTRUCTIONS TO CANDIDATES 2021-2022

Good luck in the examinations! Remember - work hard and revise carefully. Make sure that you read the following notes and instructions.

It is the **Candidate's Own Responsibility** (i.e. **Your Responsibility**) to see that **You** attend the **Correct Examinations** at the **Correct Times** on the **Correct Days**. To do this: study your individual student timetable which gives you the date and time for each examination.

You must wear school uniform to all examinations - you will not be admitted to the examination room if you are out of uniform.

BEING PREPARED FOR THE EXAM

Make sure you are ready for the day.

For all morning examinations, you are required to arrive and attend tutor time. All students should bring the following equipment to each examination in a 'see through' plastic bag (no pencil cases).

Two Black Pens
Two sharpened HB pencils
Ruler
Eraser

You may sometimes need (*check with your subject teacher*)

Calculator, protractor, compass, highlighters

Don't forget: you can make notes or practice calculations on the question paper; scrap paper is not permitted.

You may not bring unauthorised materials into the examination room. Coats, pencil cases etc. must be left in your locker or your bag which will be at the back of the Examination Room during the exam. Valuables must be handed to the Invigilator for safekeeping until the end of the examination.

Watches - From September 2021, **NO watches of any kind** are to be worn inside the exam room. Smart watches & fitness trackers must be treated the same as mobile phones. They are to be switched off and left in your bag. Any other form of watch, analogue or digital, must also be left in your bag. If you forget to do this, please remove before the exam starts and hand to the invigilator. **DON'T FORGET TO COLLECT AT THE END.**

Mobile Phones- You must not have access to any mobile phone, iPods, all Smart Watches, MP3/4 Players - No potential technological/Web enabled sources of information, in any examination location, under any circumstances, during the examinations. Possession of unauthorised items could result in **Disqualification** from your examination and your overall qualification. This now includes Smart Watches.

Calculators - You may use one unless you are told that you must not do so. If you do use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. Make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions. Make sure that you have cleared anything

stored in the memory. No allowance can be made by the examiners for the breakdown of calculators, and you are advised to bring spare batteries into the exam room. In calculations you are advised to show all steps in your working, giving your answer at each stage.

Spell checkers - You must not use a dictionary or computer spell checker unless you are told you may do so by the invigilator of that examination.

PROCEDURES FOR ALL EXAMINATIONS

You will line up outside the Examination Room assigned to you. You will have the same room and seat number for every exam. You will be advised of these at a later date.

You must not talk or make any contact with another candidate whilst in the examination room - if you do your paper will be cancelled. Any attempt to cheat will be reported to the Examination Board.

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

You are not allowed to leave the examination room before the end of the examination period. You have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet).

Please do not write on the exam desks. It is regarded as vandalism and you will have to pay for any damage as well as cleaning it off.

The invigilators will collect your exam papers before you leave the exam room. **Silence MUST be maintained during this time.** Questions papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row. **You must remain silent until you are right outside the door.**

TACKLING THE EXAM

- While waiting for the exam to start, read the front of the exam paper so you know exactly what to do
- Once the exam has started - read each question carefully - twice is better than once. Check how many marks are available for the answer, and answer accordingly.
- Answer the question; don't simply repeat it or make up a question of your own

- Write your answer if you feel confident. If not, go on to the next question. Don't spend time on questions you are unsure of until you have been through the whole paper once.
- Check all calculations. Does the answer make sense and have you included the units?
- Check information in graphs, tables and pictures. Did you read them correctly?
- Check your spellings of specific words, but if you are not sure of the spelling write your answer anyway. You may get the mark. *Please note that from January 2013 the Government introduced additional marks for spelling, punctuation and grammar (SPaG). Marks will be allocated to individual questions and students will be informed which questions include marks for this.*
- If you have to draw diagrams, charts or graphs, use a sharp pencil and draw accurately, using a ruler where necessary.
- Once you have answered all the more straightforward questions go through the paper again, tackling those questions which are more difficult. If on the second reading a question is still very difficult, move onto the next question.

AVOIDING COMMON EXAM MISTAKES

- Read the questions carefully so you don't miss the point, underline key words.
- Check how many marks are given for each question and write enough but not too much
- Look at tables, graphs, drawings and photographs very carefully so you don't miss anything
- Use the correct words and try to spell them correctly
- Answer the question; don't just repeat it

CHECKLIST FOR PROOFREADING AN EXAMINATION QUESTION

- Have I answered the question correctly?
- Have I included the main points in my answer?
- Have I followed the instructions e.g. have I described/analysed/compared etc?
- Have I answered all parts of the question?
- Have I avoided repetition?
- Are diagrams labelled clearly?
- Have I included an introduction, development and a conclusion?
- Have I used key words?
- Are my points ordered in a logical way?

THINGS TO DO IN THE FIRST FEW MINUTES OF AN EXAMINATION

1. Always read the instructions carefully	2. Underline the key words in a question. This can help you organise your answer
3. As you read through the Examination paper, circle the questions you want to answer	4. Stay calm, don't panic. Counting to ten or breathing deeply may help if your mind goes blank
5. Make sure you read through the whole paper before you start to write	6. Before you start writing, work out how much time you have for each question. Don't spend too long on one question!
7. Check how many marks are given for each question. This gives important information about how much detail is required	

SPECIAL CONSIDERATION

There are many things which can affect your performance during coursework/controlled assessments or written and practical examinations such as recent illness, bereavement and family trauma. If you are severely affected by any of these, the school can apply for special consideration from the people who are marking your work. However, you must be able to support your appeal by a letter from someone in authority, such as a GP. Speak to your Form Tutor, Head of Year or Mr Williams, the Examinations Officer.

ACCESS ARRANGEMENTS

(e.g. students with Reader/Scribe, Extra Time)

Access Arrangements are made through the SEN Department. A letter of confirmation of these arrangements will have been sent to you, if you have been assessed. Students will be given an individual timetable nearer the time informing them of rooms/staff etc. (Please contact the SEN Department, or the Examinations Officer if in any doubt of your arrangements).

EXAMINATION CLASHES

Where possible, we will advise you of any clashes where two or more subjects are timetabled at the same time. If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'), so you will need to bring a packed lunch and a drink with you. You will be informed in advance if you have any 'quarantine time'. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. You will be informed of any special arrangements involving clashes before your exams.

If you identify any CLASHES, WHICH WE ARE NOT AWARE OF,
Please contact the Exams Officer IMMEDIATELY

DRINKS AND SWEETS

You are allowed to take into the exam room a DRINK OF WATER IN A CLEAR PLASTIC BOTTLE WITH THE LABEL REMOVED. Chewing gum and any other food or drink is NOT allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam period.

LATE OR ABSENT

If you arrive after the examination has started - report to the School Reception Office, they will contact a member of staff or the Exams Officer for you. There is a chance that you may still be able to sit the exam.

If you are unable to attend school through illness on a day when you have an examination it is essential that someone from home contacts school before 8.30 a.m. to explain the reason for your absence. You will need a medical note when you are ill to avoid being charged for the examination you have missed.

Remember you will not be able to sit the exam at any other time in this Exam Season and therefore this will be an ungraded exam.

ENTRY FEES

EDUCATION REFORM ACT 1988

Recovery of wasted Public examination fees

Para 51 states: "If a student fails without good reason to complete the examination requirements for any public examination for which the governing body or LEA has paid - or is liable to pay - an entry fee, then the fee can be recovered from the parent (section 108) regardless of whether the examination is prescribed. Failure to complete the examination requirements might include failure to complete the coursework requirements and/or failure to sit the final examination(s)".

The average cost of a GCSE entry is approximately £37.00.

REVIEWS OF RESULTS (RoRs)

The Joint Council for Qualifications (JCQ) provides guidance through the document Post Results Services on how a centre may make an application for a Review of Results (RoRs). In cases of Review of Results, where the centre does not uphold a request for such an enquiry, the student may normally pay to have an enquiry or consequent appeal, the internal appeals process can be followed.

Further information about the Post Results Services following results is available from the Examinations Officer.

APPEALS AGAINST INTERNAL ASSESSMENT

An appeal can be made to the school by a candidate concerning the procedures followed in relation to the internal assessment of NEA (Non-Examinations Assessments / Controlled assessment). Note that appeals may only be made against **the process** that led to the assessment and not against the mark or grade which will be submitted by the centre for moderation by the awarding body.

The Centre must:

- Inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of their marked work, the relevant specification and associated subject-specific documents;
- Having received a request for copies of materials, promptly make them available to the candidate;
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision;
- Allow sufficient time for the review to be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review (this may be a third party, provided that they meet the conditions defined above);
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- Inform the candidate promptly on writing of the outcome of the review of the centre's marking.

If there is a concern over internal assessment, please contact the Examinations Officer as soon as possible to obtain full details of the formal appeals process.

CHECK LIST

1. Read this booklet carefully
2. Show this booklet to your parents/guardians
3. Check your Statement of Entry and Individual Timetable sheets for errors
4. Sort out your pens, pencils, calculator, batteries etc.
5. Turn up on time and well prepared for your exams in the correct school uniform
6. Tell your Tutor, Head of Year or Mr Williams, if you have a problem
7. Remember to have breakfast and lunch on examination days.

Government guidance to Public Health Arrangements for conducting exams during a pandemic

Cleaning

Exam rooms will be kept clean. Frequently touched surfaces (door handles, individual desks and so on) will be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

Set up of the exam room

For GCSE exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's [Instructions for Conducting Examinations](#). This distance is the minimum that must be maintained for students within a group bubble.

There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.

Ventilation will be maximised where possible.

Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.

Students' stationery packs will remain on the desk with their Candidate Identifier card inside them. This will ensure packs are only used by that student. Students will stay in the same room for their full suite of exams and will not switch rooms. The only exception, will be for the English Language exams, if the candidate requires a computer reader.

Face coverings

Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

Candidates and invigilators should wear face coverings in communal areas if the exam centre is in an area of local intervention, or if you have chosen to use face coverings in communal areas.

Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.

Maintaining distance between staff and candidates

Members of exam staff should stand alongside candidates when interacting with them, rather than face to face.

For encounters of over 15 minutes, for example when scribes, readers are supporting candidates, staff should maintain a 2 metre distance where possible.

If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and considering using a face covering.