

Debenham High School

GCSE EXAMINATIONS HANDBOOK 2017-18

**Guidance for
Pupils and Parents/Carers**

Candidate Name:

Candidate No:

Reg Group:

Centre Number: 19115

Exams Officer: Mrs Nadine Hughes

School website: www.debenhamhighschool.suffolk.sch.uk

Exams Office Tel no: 01728 862914

Exams Office Email: nhughes@debenhamhigh.co.uk

Please read this booklet carefully and show it to your parents so that they are aware of the examination regulations and procedures.

All GCSE Candidates must

- Read and fully understand the three JCQ Notices to Candidates at the back of this booklet.
- Understand Controlled Assessment regulations and sign a declaration that authenticates work as your own.
- **Check all the details on your Individual Candidate Timetable and report any errors to the Exams Officer.**
- Read the instructions on each exam paper very carefully indeed.
- Check that the school has at least one up-to-date contact number for you.
- Inform the school, the Exams Officer or the Exam Invigilator of any event for which special consideration might be sought from the Exam Board (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).

If you break any of the examination rules or regulations you could be disqualified from **all** subjects. The school must report any breach of regulations to the Exam Board.

KEY DATES

Year 11 Mocks: Art: **Wednesday 22 November 2017**
 Monday 27 November – Wednesday 06 December 2017

Year 10 Mock Exams: **Monday 19 March – Tuesday 27 March 2018**
 Art: Tuesday, 27 March & Thursday, 29 March 2018
 Food practical exam: Thursday 8 March & Thursday 15 March 2018

Year 11 Exams: **Health & Social Care – Tuesday, 9 January 2018**
 Art Exam – 17 & 18 April (Grp 1) and 19 & 20 April 2018 (Grp 2)

GCSE
Summer Exams: **Monday 14 May – Friday 22 June 2018**
 These GCSE exam dates are **provisional**.

Results: **Thursday 23 August 2018**

School will be open to **Year 11 pupils** from **10.00 until 11.30** for the collection of results.

FREQUENTLY ASKED QUESTIONS

Before the examinations

1. Controlled Assessment

See GCSE Controlled Assessment Policy 2017-18 (copy on school website in Policies section).

2. Why are Mocks run as though they were real GCSE exams?

This is your chance to practise for the real GCSE exams, bringing the correct pens and other equipment and learning how to follow the JCQ regulations in full – see the Notices to Candidates at the back of this handbook.

NB! Your Mock Examination results will be used to predict your final GCSE grade.

Your Predicted Grade will be passed on to the Sixth Form/College you choose to apply for.

It will also be used by the Exam Board if you need Special Consideration (see FAQ 32).

3. What is my Candidate number?

Each candidate has a four-digit candidate number which is used by the Exam Boards to identify you. You must write it on all your examination papers and coursework.

Please also write your candidate number on the front of this booklet.

Your candidate number forms part of your Unique Candidate Identifier or UCI (12 numbers and 1 letter) which is shown on the top of your Individual Candidate Timetable. This number begins with the Centre Number where you first took GCSEs. If you go to Sixth Form or College you will need your UCI for exams there.

4. When will I get my personal timetable for the summer examinations?

You will be given your summer exam timetable just after the February half term break. Meanwhile you may find it useful to highlight your subjects on the general timetable in this handbook.

The provisional timetable is also published on the school's website and there is a copy on the board outside the Exams Office.

5. Why do I need to check the details on my Individual Candidate Timetable?

- Have you been entered for all the correct exams and at the correct tier?
- Is your name spelt correctly?
- Has your date of birth been entered correctly?

If the name or date of birth on your exam certificates does not match your birth certificate, it could cause you problems if you are asked to show them to your college/university or a potential employer.

6. What do I do if there is a clash on my timetable?

In some cases, candidates will have two subjects which are timetabled at the same time by the exam boards. You will normally sit one paper, and then have a break. During the break you will be supervised and must not have any communication with other candidates. Bring a packed lunch

if necessary. You will then sit the second subject paper. Correct times should be on your Individual Candidate Timetable. If in doubt, please see Mrs Hughes in the Exams Office.

7. Why does school need an up-to-date contact number for me?

GCSEs are national examinations which are very carefully regulated. Each exam takes place at the same time throughout England and Wales, as well as abroad. We need to be able to contact you if you are not in school when you should be writing an exam.

8. What are Linear Exams?

GCSE exam regulations have changed to linear. Linear means that ALL exam papers are to be taken at the end of the course.

9. Re-takes and other changes – How will I know if my original timetable has changed?

With linear exams, you will only be able to re-sit English Language and Mathematics in November; this would take place at your post-16 institute.

If there is any change whatsoever to your original exam timetable, you will be issued with a new Individual Candidate Timetable with the change clearly marked. In addition, we will email (or write to) your Parent/Carer to let them know that you have a new timetable.

It is up to you to make sure that you attend at the correct time.

10. I am entitled to extra time – How will this affect the way I take my exams?

Some pupils receive an allowance of 25% extra time. Where possible, such candidates will be seated together, or in a separate room, to minimise disturbance from other candidates who finish earlier. The invigilators will give you a slip showing your finish time.

11. What about Data Protection – My personal details?

The Exam Boards are all 'data controllers' under the Data Protection Act 1998. Mrs Hughes can give you a copy of the Privacy Notice (formerly Fair Processing notice) on request.

During the examinations

12. Can I come into school after Study Leave starts even if I don't have an exam?

During the Study Leave period you must **either** be in an exam **or** in the designated room for quiet revision. This room will always be supervised by a teacher. You must sign in when you arrive and you must leave the school site as soon as you have signed out.

13. Will there be any specific revision sessions after Study Leave starts?

You will be given details of any special revision sessions before the start of Study Leave. There will be a copy on the board outside the Exams Office.

14. Must I wear school uniform during the exams?

Whenever you come into school you **must** wear full school uniform.

15. Can I get lunch at school?

If you are in school all day, you may have lunch in the dining hall in the usual way, or bring a packed lunch.

16. Invigilators

The school employs external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination; for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions.

Any pupil who is disruptive or behaves in an unacceptable manner, will be removed from the examination room by an invigilator and taken to a member of the Senior Leadership Team.

17. What if I am ill or have an accident before the exam?

Inform school immediately so that we can help or advise you. For instance, if you have an injury which makes you unable to write, it may be possible to provide you with a scribe.

You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see FAQ 32).

18. What time must I arrive for an exam?

You must arrive in school at least 20 minutes before the start time so that you can sign in, hand in any phones/iPods/other valuables for safekeeping to the Lead Invigilator and leave everything (except your exam equipment) where directed.

Please wait quietly outside the exam room until you are invited to enter by the Invigilators or a member of the Senior Leadership Team.

19. What time do exams start?

GCSE Exams usually start at 9.15am or 1.45pm. Afternoon exams lasting 2 hours or more will start at 1.30pm.

At all other times exams will usually start immediately after morning or afternoon registration.

PLEASE CHECK your Individual Candidate Timetable and the notice board outside the Exams Office.

20. What are 'exam conditions'?

As soon as you enter the exam room there must be complete silence. You must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

If you need anything, you must put up your hand and wait for an invigilator to come to you.

21. What equipment should I take into the exam room?

ALL EXAMS: Transparent pencil case or clear plastic bag

Black ballpoint pen – NO blue pens and NO gel/liquid pens, as scanners may not be able to read blue/gel ink, and liquid pens tend to smudge.

Pencil, sharpener and rubber eraser – NO correction fluid/tape or pens

Ruler with cm and mm

Highlighters must not be used in your answers, but may be used on question papers.

SCIENCE AND MATHS EXAMS: Scientific calculator - **NO instructions or lid** and please ensure that you have new batteries.

DESIGN TECHNOLOGY EXAMS: **Coloured pencils** are required.

Water bottle (if desired), with its label removed, and one sweet (e.g. polo mint), unwrapped.

You are responsible for providing your own equipment for examinations.

You must not lend equipment or attempt to borrow it from another candidate in the examination room.

Only material listed on the question paper is allowed in the examination room.

You must not have, on or near you, any other material.

22. What am I NOT allowed to take into the exam room?

Food, notes, books, papers, calculator case or lid, calculator instruction leaflets, correction fluid, tape or pen, reading pens, instruments which can capture a digital image, electronic devices (iPods, MP3/4 players, smart watches or wrist watches which have a data storage device or digital facilities), **mobile phones - even if switched off.**

If you are found to have anything with you that is not allowed, **even if you did not intend to use it**, this will be reported to the Exam Board. The normal practice in these circumstances is to **disqualify** the candidate from the paper or the subject.

23. What if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

24. What if I forget my Candidate Number?

Your Candidate Number is printed on the laminated name card which is placed on your desk for every examination. You must write your name and number exactly as it appears on the card. **Legal names** are used for exams, not 'known-as' names.

25. What if I forget the school Centre Number?

The Centre Number is **19115**. It will be clearly displayed in the examination rooms.

26. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also shown on the question paper. Invigilators will tell you when to start and finish the exam. They will display the start and finish times of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Candidates who are entitled to extra time will be given a note on their desk showing their finish time.

27. What if I think there is an error on the paper?

If you think something is wrong put your hand up and wait for the invigilator to come to you.

28. Can I go to the toilet during the exam?

You may go to the toilet only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

29. What if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during an exam. If you think this may have affected your performance you may be eligible for Special Consideration (see FAQ 32).

30. What if I finish the exam early?

You will not be allowed to leave an examination room early. If you are sure that you have finished the paper, use any time remaining to check over your answers, check the exam instructions and check that you have completed your details correctly.

You must sit quietly, facing the front.

Do not turn round or look about the room, make any noise or distract other candidates in any way.

31. What happens at the end of the exam?

The invigilator will announce when you have 5 minutes left and when to stop writing. You must stop writing IMMEDIATELY and remain silent, facing the front.

Remember that you are still under **examination conditions** (see FAQ 20) until you have left the room.

Invigilators will collect all question papers, answer booklets and additional paper.

Remember to cross out any rough work.

If you have used more than one answer book or loose sheets of paper, please make sure that you have put your name and candidate ID number on these.

Remain seated in silence until you are instructed to leave the examination room.

Please leave the room in silence and show consideration for other candidates who may still be working.

32. What is Special Consideration?

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. It is not normally allowed for modules that can be re-taken.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Parents should be aware that any adjustment is likely to be small and no feedback is provided by the exam board concerned.

Candidates will only be eligible for Special Consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.

The Examination Officer must be informed immediately so that the necessary paperwork can be completed. You will be required to provide evidence to support the application.

33. If I am late, can I still sit the examination?

You should get to school as quickly as possible and report to Reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

If you arrive very late, the school must inform the Exam Board, giving the reason and evidence for your lateness. Although you will still be allowed to write your exam, the Board may decide not to accept your work.

34. If I miss the examination can I take it on another day?

No. Timetables are regulated by the Exam Boards and you must attend on the given date and time. If you miss an exam without good reason you will be charged the entry fee.

35. What happens if there is a fire alarm during an exam?

If the **fire alarm** sounds during an examination the invigilators will instruct you on what to do. Do not panic. Leave everything on your desk. If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the **full working time** for the examination and a report will be sent to the Exam Board with details of the incident.

After the examinations

36. Text Books, Library Books, Equipment etc.

On your last day in school, before Study Leave, you will be given a **YEAR 11 LEAVERS FORM**.

As you finish with text books and other materials belonging to school, you must hand them in to the relevant department, and have your Leavers Form signed. When you have obtained all your teachers' signatures - and the office's - for outstanding lunch money, locker keys, etc.. you must find one of the Senior Leadership Team – Miss Upton, Mr Martin, Miss McBurney or Mrs Ramsay – to give you a final signature.

If you happen to find textbooks belonging to the school after that, **please** send them in. There will be no penalty, just grateful thanks!

37. How do I get my results for the Summer Term exams?

Year 11s may collect results on Thursday 23 August at school from **10.00 until 11.30**.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Results are **never** given over the telephone. If you are away on results day, Mrs Hughes can e-mail your results to you, provided that arrangements have been made before results day.

Any **Year 11** results not collected from school on 24 August will be posted second class to your home address that evening, unless you provide us with a different address beforehand.

38. What do I do if I do not get the grades I need for Sixth Form/College?

Contact your chosen Sixth Form college immediately and explain your situation. They will tell you if you are still eligible for admission.

If you feel strongly that it is necessary to make an enquiry about your result, you should first contact Mrs Hughes or a member of the Senior Leadership Team. Please be aware that there is a chance that your mark could go up, stay the same, or even go down. Re-mark requests and a signed Candidate Consent form must be submitted as soon as possible, and **no later** than Thursday 13 September 2018.

In order to have a paper re-marked there is a fee which you would be required to pay. In September 2017, this was between £36.50 and £58, depending on the Exam Board. If your unit or GCSE **grade** is changed, the fee will be refunded.

39. When will I get my Certificates?

A Year 12 Commemorative Assembly will take place in school one evening in early November. The letter in your results envelope will give you the exact date and time.

This is a formal evening; your parents/carers may attend and there will be a guest speaker. There will be an opportunity at this evening to collect your controlled assessments and meet up with friends.

If are unable to attend Commemorative Assembly please contact Mrs Hughes to arrange a suitable time to collect your certificates and coursework from the school office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

Schools are only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Examination Boards. This will require proof of identity (such as a birth certificate) and a fee per Examination Board (minimum £43). You are therefore urged to collect your certificates on Commemorative Assembly Evening or as soon as possible thereafter, and to keep them somewhere safe.

I hope that you have been able to find the answer to your questions in this handbook.

Please contact Mrs Hughes in the Exams Office if you or your parents have any other queries about exam procedures at any time before, during or after the examinations.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

Information for candidates

For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.

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

A Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
 - 2 Do not become involved in any unfair or dishonest practice during the exam.
 - 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
 - 4 You **must not** take into the exam room:
 - notes; potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, smartwatch or a wrist watch which has a data storage device.
 - Any pencil cases taken into the exam room must be see-through.
- Remember:** possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
 - 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
 - 7 Do not talk to or try to communicate with or disturb other candidates once the exam has started.
 - 8 You **must not** write inappropriate, obscene or offensive material.
 - 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
 - 10 Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams.
- 2 Arrive at least ten minutes before the start of each exam.
- 3 If you arrive late for an exam, report to the invigilator running the exam.
- 4 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 5 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 6 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam.
Make sure you fill these details in on any additional answer sheets that you use.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

- 1 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 add your candidate details to any Additional answer sheets that you may use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

**This information must be made available to all candidates in advance of their examination(s).
It may be provided electronically to candidates or in hard copy paper format.**

**This notice has been produced on behalf of:
AQA, CCEA, OCR, Pearson and WJEC**

Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own";

"you must not copy from someone else or allow another candidate to copy from you".

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

You must 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 should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Debenham High School GCSE TIMETABLE SUMMER 2018 PROVISIONAL

Note: Instructions regarding exam clashes will be released to the students affected in April 2018

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