



Danetre and Southbrook  
Learning Village

Nurture | Aspire | Achieve

An E-ACT academy

# Examinations Handbook

---

A guide to parents/carers and students

**GCSE Examinations 2016**

Name: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

Centre Number: 27210

Please keep this information booklet for help and guidance throughout this important time

## Contents Page

---

Introduction	2
Prior to Public Exams	3
• Controlled assessments	3
• Revision	3
• Mock Exams	3
During Public Exams	4 - 6
• Advice and top tips	4
• Regulations	4
• Exam Instructions	5
• Invigilators	5
• Medical Advice and Assistance	6
• Other Important Information	6
After the Examinations	7
• Results and Certificates	7
• Enquires about results	7 - 8
Frequently Asked Questions	9 - 10
Useful Revision Websites	11
<b>APPENDIX 1</b> JCQ Information	12 - 14

## INTRODUCTION

---

Public examinations can be a stressful time for students and parents/carers, so it's important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance. This booklet is intended to inform you about examination processes and procedures and to answer some of the frequently asked questions. Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and share it with your parents/carers so that they are also aware of the examination regulations and procedures.

Keep this booklet in a safe place and consult it frequently. The more people who know what is expected of you, the less likely you are to make a mistake, like turning up for an exam at the wrong time. Turning up too early could be mildly embarrassing, turning up too late would be disastrous – you **CANNOT** take an exam at a different time. Use the times and dates that are printed on your statement of entry to make yourself a personalised timetable. Make sure that you know exactly what subjects you are entered for and the level at which you are entered. Ask your class teacher if you are unsure.

The main GCSE examinations start week commencing **Monday 16<sup>th</sup> May 2016**.

The awarding bodies/examination boards set down strict criteria which must be followed for the conduct of examinations and DSLV is required to follow them precisely. You should therefore, pay particular attention to the JCQ 'Information for Candidates' and the 'Warning to Candidates' notices which are at the back of this booklet (Appendix 1).

Hopefully, any questions you may have regarding examinations will be answered within this booklet. If there is anything that you do not understand or any question that have not been addressed, please ask. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact: Exams Officer – Mrs Yates. Contact details: academy telephone number - 01327 313400.

### Examination Boards

The Examination Boards used at DSLV for GCSEs are:

AQA [www.aqa.org.uk](http://www.aqa.org.uk)

Edexcel (Pearson) [www.edexcel.com](http://www.edexcel.com)

OCR [www.ocr.org.uk](http://www.ocr.org.uk)

CIE [www.cie.org.uk](http://www.cie.org.uk)

WJEC [www.wjec.co.uk](http://www.wjec.co.uk)

The examination boards publish timetables and key dates well in advance of any examination series as well as other information, such as subject specifications and practice papers. Care should be taken to check whether dates are provisional or final and that you are referring to the correct specification.

## ***PRIOR TO THE PUBLIC EXAMINATIONS***

---

### **Controlled Assessments**

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process; task setting; task taking and task marking. The control levels will vary according to different subjects and exam boards. Controlled assessments will usually take place in the normal timetabled lessons where work will be planned and completed.

### **Revision**

Remember that the examinations will test you on any topics that you have covered throughout your course. It is essential that you revise **all** your work thoroughly. You should organise your revision beforehand and make a start well before the examinations begin. Some time spent on revision at this stage would be well rewarded in your future. Your teachers will be able to help you with specific advice about revision in particular subjects. In addition to the information provided by your class teachers, also use GCSEPod, the Success in Year 11 booklet and the Top Tips for Exam Success booklet to help.

### **Mock Examinations**

Mock GCSE examinations play an important role in the preparation for those that take place in the summer. You should revise thoroughly for these as well as for the final examinations. The results of these mocks provide a good indication of likely performance in the GCSE and are also used to calculate your estimated grade for the exam board. This grade would possibly be used as your real grade in case you had to miss an exam due to serious illness etc. so estimated grades can often matter. Most of the final examinations will take place in May and June 2016. Practical exams will take place earlier in the year (See Key Dates Calendar).

It is important that you are aware of the times for all the final examinations. You should be ready outside the allocated examination room at least 10 minutes before the examination is due to start.

Morning examinations start time: 9.00a.m.

Afternoon examinations start time: 1.00p.m.

You will be given an individual timetable nearer the time, indicating which room you will sit your exam.

## DURING THE EXAMINATIONS

---

### Advice and Top Tips

#### Make sure you attend:

- Know the dates and times of your examinations.
- Arrive at least 10 minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination.

#### Bring what you need:

- Take pens, pencils, erasers and any instrument which you need.
- You must write in black ballpoint pen. 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.
- You may use a calculator unless told otherwise. Make sure it works properly and that the batteries are working. Clear anything stored in it. Remove any parts such as cases, lids or covers which have printed formulas.

### Regulations (see also, JCQ information for candidates, Appendix 1)

#### Make sure that you are aware of the rules and regulations:

- You must be on time for all examinations. **If you are late, your work may not be accepted.**
- You must not be involved in any unfair or dishonest practice in any part of the examination.
- If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
- You may take into the exam room only the materials and equipment which are allowed. You must not take into the exam room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereo, electronic or radio communication devices, mobile phones, iWatches, iPods and MP3 players. Any pencil cases must be see-through. 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. A mobile phone going off during the examination cannot only lead to disqualification of the owner, but it disrupts the other candidates in the examination hall.
- You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in answer sheets or booklets.
- Do not write on examination desks.
- Do not draw graffiti or write offensive comments on examination papers – if you do the exam board may refuse to accept your paper.
- You must not talk to, look around at or otherwise communicate with or disturb other candidates from the moment you enter the exam room until you leave.
- You must not borrow anything from another candidate during the examination.

- Do not leave your seat without permission. If you want something hold up your hand and wait for an invigilator to come to you. If you need to go to the toilet you will be taken by a member of staff.
- When you enter the exam room, bags must be placed in the designated area, as directed by the member of staff.

### **Examination Instructions**

- Listen to the exam officers and invigilators and do what you are asked to do – there may be amendments to the exam paper that you need to know about.
- Tell the invigilator at once if you think you have not been given the right question paper or all the materials listed on the front of the paper or the question is incomplete or badly printed – check the subject, unit and tier.
- Read and carefully follow the instructions printed on the question paper and/or the answer booklet.
- Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
- Put up your hand during the examination if you have a problem or need more paper. You must not ask for and will not be given, any explanation of the questions.
- Candidates must stay in the examination room for the whole duration of the examination. If you have finished the paper use any time remaining to check over your answers and ensure you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them in the correct order. Also ensure your name and candidate number is written on each additional piece of paper.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Please do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. 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 awarding body detailing the incident.

### **Invigilators**

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all 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 candidates when to start and

finish the examination, hand out extra paper if required and deal with any problems that occur, for example if a candidate feels ill.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

### **Medical Advice and Assistance**

- If you are feeling unwell, it is better to attend rather than miss an examination. In such a case, please see Mrs Yates (Exams Officer) before or after the examination as she may be able to request special consideration from the examination board.
- If you have to miss the examination due to ill-health, inform the school immediately by phoning reception (01317 313400) and you must go to your GP and get a sick note for that day. In certain circumstances, it may still be possible to obtain a grade. This must be done within 7 days of taking the exam. **It should be noted that this does not guarantee that you will get a grade.** However, it is much better to try and get to the academy to take your exam, letting the Examinations Officer know that you are unwell. If you attempt the paper, credit will be given for the work you do and we can still apply for Special Consideration for your illness.
- Failure to attend an examination will result in you being liable to repay the examination entry fee
- If during the exam you feel unwell please inform an invigilator at once and they will take care of you. After the exam if you are able to do so, see Mrs Yates and Miss Hadlow.

### **Other Important Information**

1. Parents will be required to sign a declaration to guarantee attendance of their children for all examinations entered. In March a letter is sent to parents with a list of examinations you will be taking. Please make sure all your details are checked thoroughly.
2. An external examination may not be taken at a different time.
3. The external examinations are formal school occasions and therefore you must attend in full school uniform.
4. Forgetfulness and holidays are not acceptable reasons for absence from examinations.
5. Food and drink are not allowed at the desk, with the exception of a small bottle of water (please remove any labels). Candidates should be able to complete a normal GCSE examination without having to eat or drink. Please contact Mrs Yates well before the exam period begins if you have a medical condition that will mean that an exception to this rule needs to be made. Failure to attend an examination will result in you being liable to repay the examination entry fee.

## **AFTER THE EXAMINATIONS**

---

### **Results and Certificates**

GCSE results are due on Thursday 25<sup>th</sup> August 2016.

It is your responsibility to make arrangements for receiving your results. This can be done in one of four ways:

1. Collected by yourself from the Stage Hall between 10.00am and 12.00pm on the above date.
2. Collected by another person, but only if they bring a letter with them that is signed by you.
3. By post, in a stamped addressed envelope that you must hand in to the front office before you leave school. This will be posted by us on Friday 26<sup>th</sup> August 2016, so don't expect it to arrive until Tuesday 29<sup>th</sup> August 2016 at the earliest.
4. By e-mail, please let exams office staff have the e-mail address you wish your results to be sent to before you leave school. Results will be e-mailed on Friday 26<sup>th</sup> August 2016.

DO NOT telephone the academy to ask if the results have arrived or to ask to be given your results. The staff cannot give this information over the phone.

### **Returning Students**

Students returning to the sixth form are asked to confirm their choice of subjects on Thursday 25<sup>th</sup> August.

### **Enquiries about Results**

All Enquiries about Results (EARs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise on the viability of such a request. You should be aware that your mark could go down as well as up, or stay the same. Re-mark requests must be submitted to the Examinations Officer as soon as possible. You must complete a candidate consent form and return this to the Examinations Officer with the fee. If the academy supports your application, you will not need to pay.

In the event that we feel a number of candidates have been marked wrongly the academy itself will request a remark of all those papers (with your agreement). In general we recommend that a remark would be unwise unless we advise to the contrary.

Deadlines: Friday 16<sup>th</sup> September - Clerical Re-Check OR review of marking AND/OR photocopy Script Certificates

Certificates are received in school by 31<sup>st</sup> October and are available for collection from the Exams Office from 1<sup>st</sup> November. Leavers are strongly recommended to collect their Certificates from the

academy in person. Certificates are important documents. These days most educational institutions and potential employers will ask to see your original Certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. This currently costs in the region of £40.00 per Certificate.

## **FREQUENTLY ASKED QUESTIONS**

---

### **What do I do if there's a clash on my timetable?**

There will be a few students who have two exams scheduled to take place at the same time. Students affected will be informed in writing of the arrangements. If the exams do not exceed three hours in duration then candidates will sit one paper after the other. If they exceed three hours then candidates will sit one paper in the morning and the other in the afternoon. The student will be supervised (in a separate room) from the end of one exam until the start of the second exam. Students can use this time to revise and also to have something to eat / drink. If you have any queries please ask the Exams Officer.

### **What do I do 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 an invigilator immediately.

### **What do I do if I forget the school Centre Number?**

The Centre number is 27210. It will be clearly displayed in the examination venues.

### **What do I do if I have an accident or I am ill before the exam?**

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserve for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but 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 Examinations Officer must be informed immediately, so that necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

### **What do I do if I fall ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before, or during an exam and if you feel this may have affected your performance.

**If I am late can I still sit the examination?**

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam venue. You must not enter an examination venue without permission after an examination has begun. You should also be aware that if you start the exam more than 60 minutes after the published starting time, the school must inform the exam board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**If I miss the examination can I take it another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform.

**Why can't I bring my mobile phone into the exam room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, iWatch, MP3 players) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**How do I know how long the exam is?**

The length of the examination is shown on the examinations timetable. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the boards at the front of the exam venue. There will be a clock in all examination venues.

## GENERAL REVISION SITES

---

GCSEpod	<a href="http://www.gcsepod.com">http://www.gcsepod.com</a>
SAMLearning	<a href="http://www.samlearning.com">http://www.samlearning.com</a>
BBC Bitesize	<a href="http://www.bbc.co.uk/schools/gcsebitesize">http://www.bbc.co.uk/schools/gcsebitesize</a>
S-Cool	<a href="http://www.s-cool.co.uk/gcse">http://www.s-cool.co.uk/gcse</a>
Revision Help Site	<a href="http://getrevising.co.uk">http://getrevising.co.uk</a>
Chemistry	<a href="http://www.creative-chemistry.org.uk/">http://www.creative-chemistry.org.uk/</a> <a href="http://www.chemactive.com/igcse.html">http://www.chemactive.com/igcse.html</a>
Design Technology	<a href="http://www.technologystudent.com">www.technologystudent.com</a> <a href="http://www.design-technology.org/">http://www.design-technology.org/</a> <a href="http://www.mr-dt.com/">http://www.mr-dt.com/</a> <a href="http://www.the-warren.org/">http://www.the-warren.org/</a>
English	<a href="http://www.englishbiz.co.uk/">http://www.englishbiz.co.uk/</a> <a href="http://www.revisioncentre.co.uk/gcse/english/">http://www.revisioncentre.co.uk/gcse/english/</a>
French	<a href="http://www.languagesonline.org.uk">http://www.languagesonline.org.uk</a> <a href="http://www.linguascope.co.uk">http://www.linguascope.co.uk</a> <a href="http://www.frenchrevision.co.uk/">http://www.frenchrevision.co.uk/</a>
Geography	<a href="http://www.rgs.org/WhatsOn/Whats+on.htm">http://www.rgs.org/WhatsOn/Whats+on.htm</a> <a href="http://www.geographyinthenews.rgs.org/">http://www.geographyinthenews.rgs.org/</a>
ICT	<a href="http://www.teach-ict.com">http://www.teach-ict.com</a>
Maths	<a href="http://www.collinsrevisionapps.co.uk/">http://www.collinsrevisionapps.co.uk/</a>
PE	<a href="http://teachpe.com">http://teachpe.com</a>
RE	<a href="http://www.bbc.co.uk/ethics/">http://www.bbc.co.uk/ethics/</a>