

# **St Aidan's Church of England High School**

## **Year 11 Exams & Assessment – a Guide 2019/2020**

**Centre Number: 48237**

This booklet explains what you need to do to ensure that you complete your NEA, arrive at your exam desk properly prepared, in the best mental and physical condition and with the correct exam paper in front of you. Read it carefully and follow the rules and suggestions it contains.

Any problems or queries you might have about the exam procedures can be dealt with by the Exam Office, which is located next to PH2.

Mrs.T Mahoney  
Exams Officer

# CONTENTS

		Page
<b>Index</b>		1
<b>Timetable of Events</b>		1 - 3
<b>The Examination System</b>		4
<b>Entries</b>	Who is responsible for the exams? Who is entered for exams? When are entries made? Exam Timetables Individual Timetables Seating Plans Emergencies	5 5 5 5 5 6 6
<b>The Exams</b>	Times Exam Rooms Exam Regulations	6 6 6 - 7
<b>Good Practice</b>		7
<b>Personal Circumstances</b>	Special Arrangements Special Consideration	8 8
<b>Pre-Exam Preparation</b>	Organize Revision Study Leave	8 8
<b>NEA</b>	Regulations Advice Penalties	8 - 9
<b>Results and Certificates</b>	Results Certificates	10 10

## Timetable of Events

<b>January</b>	7th – 17th	Year 11 Mock examinations
<b>February</b>	21 <sup>st</sup>	Final summer exam entries submitted to Awarding Bodies
<b>March April – May</b>		Controlled assessment completion time (varies between Departments)  Modern Foreign Language oral exams take place. Dates TBC by MFL department

<b>May</b>	11 <sup>th</sup>	Computer Science OCR – morning Religious Studies AQA – afternoon Further Maths AQA - afternoon	
	12 <sup>th</sup>	French Listening/Reading AQA – morning Biology/Combined Science OCR – afternoon Applied Science Pearson -afternoon	
	13 <sup>th</sup>	English Literature AQA - morning Physical Education Pearson – afternoon	
	14 <sup>th</sup>	Chemistry/Combined Science OCR - morning Computer Science OCR – afternoon Further Maths AQA - afternoon	
	15 <sup>th</sup>	French writing AQA – morning <b>Drama AQA - afternoon</b> <b>Physical Education Pearson - afternoon</b>	<b><u>Exam Clash</u></b>
	18 <sup>th</sup>	Geography AQA – morning German Listening/Reading AQA - afternoon	
	19 <sup>th</sup>	Mathematics Paper 1 AQA – morning Religious Studies AQA – afternoon	
	20 <sup>th</sup>	Spanish Listening/Reading AQA – morning Physics/Combined Science OCR - afternoon	
	21 <sup>st</sup>	English Literature AQA -morning Business Pearson - afternoon	
	22 <sup>nd</sup>	Design Technology AQA –afternoon Engineering OCR –afternoon	
	25 <sup>th</sup> – 29 <sup>th</sup>	<b>HALF TERM</b>	

<b>June</b>	1st	History paper 1 AQA – morning Biology/Combined Science OCR– afternoon		
	2nd	English Language paper 1 – morning <b>Music AQA – afternoon</b> <b>Business Pearson - afternoon</b>	<b><u>Exam Clash</u></b>	
	3 <sup>rd</sup>	Geography Paper 2 AQA – morning Spanish Writing AQA - afternoon		
	4th	Mathematics Paper 2 AQA - morning History Paper 2 AQA - afternoon		
	5th	English Language paper 2 – morning Media EDUQAS– afternoon German Writing AQA - afternoon		
	8th	Mathematics AQA – morning Media WJEC – afternoon		
	9 <sup>th</sup>	Food preparation & Nutrition AQA– afternoon		
	10th	Chemistry/Combined Science OCR – morning		
	11th	Geography Paper 3 AQA – morning Dance written paper AQA –afternoon		
	12th	Physics/Combined Science OCR- morning		
	16 <sup>th</sup>	Health & Social care OCR – afternoon		
	<b>24<sup>th</sup></b>	<b>EXAM CONTINGENCY DAY</b>		
	<b>August</b>	20th	GCSE results day	

## THE EXAMINATION SYSTEM

Separate Awarding Bodies run the public exams. While each one has its own administrative and documentation process, they are all run to the same standard. Departments are free to choose which Awarding Body specification they use and you should know which this is for each of your subjects.

Each Awarding Body has a website on which details of the course can be found as well as past papers and exams advice.

The Awarding Bodies used are:

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

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

**Edexcel** [www.edexcel.org.uk](http://www.edexcel.org.uk)

**EDUQAS** [www.eduqas.co.uk](http://www.eduqas.co.uk)

The table below shows which awarding body runs the specifications currently taught to Year 11

<b>AQA</b>	<b>Spec. No.</b>	<b>OCR</b>	<b>Spec. No.</b>
Dance	8236	Biology A	J247
Food Preparation & Nutrition	8585	Chemistry A	J248
Design Technology	8552	Physics A	J249
Drama	8261	Combined Science B	J250
English Language	8700	Computer Science	J276
English Literature	8702	Health & Social Care	J811
French	8658	Engineering	J842
German	8668	<b>Edexcel</b>	<b>Spec No</b>
Spanish	8698	Art – Fine Art	1FA01
Geography	8035	Art – Graphic Art	1GC01
Mathematics	8300	Business Studies	1BS0
Health & Social Care	3731	Physical Education	1PE0
History	8145		
Music	8271	<b>Eduqas</b>	<b>Spec No</b>
Religious Studies	8062	Media Studies	C680QS
Certificate Level 2 in Further Maths	8365		

Question papers in English Literature, Geography, History and Religious Studies have extra marks awarded for spelling punctuation and grammar.

## Entries

### Who is responsible for the examinations?

The awarding bodies or examination boards set down strict criteria for the conduct of exams which must be followed, and the centre is required to follow them precisely. Mrs T Mahoney the school Exams Officer is responsible for administering all internal and external exam arrangements. You can contact her on [t.mahoney@staidans.co.uk](mailto:t.mahoney@staidans.co.uk). A team of external invigilators is present at all times during each exam session.

### Who is entered for external exams?

Every student is entered at the most appropriate level in each of their timetabled subjects. Students will only be withdrawn from exams for which they have been entered after consultation with the appropriate Head of Subject.

### When are entries made?

Entries are made in February for the summer season.

### Exam Timetables

The year's exam timetable will be posted on the exam notice board (outside the exam office in main school, next to Ph2). It is also posted on the school website: [www.staidans.co.uk](http://www.staidans.co.uk).

### Individual Timetables

These show the personal details that will be sent to the exam boards and which will appear on your certificates, the examinations (and levels) that it is intended that you be entered for and any vocational courses you are registered for. Individual timetables will be issued through Form periods during the second week of March.

Individual exam timetables are given for each exam season. You need to make sure that the following details are correct:

- The spelling of your name
- Your date of birth
- Your candidate number – make a note of it in your planner and learn it as it is required for every exam paper
- That you are entered for an exam in all of the subjects you do and that the **level of entry (higher or foundation if applicable) is correct.**

Any mistakes in your personal or subject details **must** be reported to the exam office immediately.

Failure to check your timetable correctly may result in you not being entered for an exam, being entered for the wrong exam or having incorrect personal details on a certificate.

You may notice an exam clash (two exams at the same time). Where this happens, one exam will be moved to a different session on the same day and those concerned will be quarantined for part of the day to maintain exam security. You will get a separate letter about this if you are affected. If you do not receive a letter within 1 week of receiving your timetable, you must notify the Exam Office immediately.

It is good practice that when you receive your exam timetable, you write down the dates, subjects and times in your planner or to pin it on your bedroom wall. It is also a good idea to write them on a calendar at home. This means other people know what you are doing and can remind you. Every year there are students who miss exams because they fail to do this – do not let it be you this year.

## Seating Plans

Seating plans will be posted outside the exam hall and the exams office the day before each exam commences. **It is very important that you sit in the numbered seat allocated to you for a specific exam.**

## Emergencies

If the fire alarm sounds during an exam, the invigilators will tell you to stop work immediately and to turn over your paper. A note will be made of the time. The Exams Officer will liaise with a member of the Senior Staff to find out if an evacuation is necessary or not. If so, then you leave everything on your desk and are taken to a designated assembly point. You must leave in complete silence and at no point can you attempt to communicate with anyone.

On return to the exam hall, you do not begin writing until instructed to do so. You will be allowed the remaining time for the exam and a special consideration report will be sent to the Examination Board detailing the incident.

## The Exams

### Times

For all exams (Mocks & External)

Morning exams start at 9.15 am and you must be outside the exam hall at 9.00 am

Afternoon exams start at 1.30 pm and you must be outside the exam hall at 1.15 pm

### Exam Rooms

Most exams take place in the Sports Hall or Constance Green Hall but other rooms are used as well. It is your responsibility to check the venue. You will be notified of the room in which you will leave your coats and bags before the exams.

### Exam Regulations

The Boards set exam regulations. Failure to comply with them may lead to you being disqualified from an exam or, in extreme circumstances, from all exams in that session. The following is a summary:

You must not take into the exam room:

- Notes
- A calculator case/instruction leaflet
- a mobile phone, iPod, **Smart Watches**, Wrist watches, MP3/4 player or any other technological / web enabled sources of information.

**Awarding Bodies take a very strict line on mobile phones, Smart Watches, PDAs and MP3s. Possession of one in an exam room, even if it is turned off and the battery removed, is considered as an attempt to cheat and will result in disqualification.**

- You must not become involved in any unfair or dishonest practice in any part of an exam.
- Cans of drinks or bottles of fizzy drink are not permitted; however small clear bottles of water are allowed into the exam room provided all labels, stickers and/or advertising logos have been removed from the bottle.
- Any unauthorised materials or equipment must be left outside the exam room or handed to an invigilator before the exam starts.
- You must not attempt to communicate with, or distract, another candidate during the exam. You are not allowed to borrow equipment from another candidate during the exam or loan your own to others. You must remain in your seat quiet and facing forward throughout the exam.
- You cannot leave an exam before it finishes, except in an emergency

- Pencil cases must be of the “**see-through**” type or simply use a polythene bag. The use of correcting fluids or pens and highlighters in your answers is not allowed. If you make a mistake simply cross it out.
- Write only in black pen. A pencil may be used for diagrams or graphs.
- Rough work must all be done in your answer booklet/additional paper but then clearly crossed through and, if on additional paper, attached to your answer paper.
- On some occasions you might be dismissed while another exam is continuing – please have regard for others who have not finished and move well away from the area.

## Good Practice

Before, and during an exam period, check your timetables carefully to make sure you know what days and times your exams are scheduled.

If, for any reason, you know you not going to be able to either get to an exam e.g. illness on day, or that you might be late e.g. transport problems, it is essential that you let the main office (☎01423 885814) know as soon as possible and ask for the message to be passed to the Exam Office.

Be sure to arrive at school in plenty of time, this may mean making adjustments to your normal travel arrangements. Some afternoon exams may go on beyond the end of normal school time. Please make sure that you make alternative travel arrangements if this is likely to cause problems due to buses etc. You cannot leave an exam early even if you have finished.

Please ensure that you have something to eat and drink for breakfast / lunch before an exam. If you have an exam clash which will require you being supervised over the lunch period, make sure you bring food and drinks with you.

Remember that you are still a member of the school until the date of your last exam in June and so you must wear full school uniform for all of your exams. Do not risk being prevented from taking an exam because you do not conform. The Sports Hall in particular can be cold so come prepared.

**Make sure you know before an exam what equipment you will need, that you have it, and that it works. This is particularly important for Maths, Science, Geography, Business Studies and Technology exams where calculators, rulers and coloured pencils may be required. Always take spare pens and pencils into an exam.**

If necessary, go to the toilet before the exam starts – the English Language and Media Studies exams can be almost 3 hours if you are entitled to extra time.

Listen carefully to instructions that are given at the start and finish of each exam. You will be responsible for filling in all the correct personal information on the front of the exam paper/answer paper, including your candidate number. **Do not start completing the exam paper until instructed to do so.** Some exam boards also require you to sign your script. Where there is a choice of question you must carefully number the questions that you have attempted. Doodling on your script/writing comments about the exam/notes to the marker may be considered to be inappropriate use of exam materials and might attract a mark penalty.

If during an exam you have a problem and are in doubt about what to do put up your hand and ask an invigilator.

When you are dismissed from an exam remember that there may be candidates still working. Leave quietly and save your discussions with others until outside the building.



## **Personal Circumstances**

It is recognised by exam boards that candidates can find themselves, through no fault of their own, in situations where their performance in an exam may be impaired. As long as the Exam Officer is made aware of such situations there are procedures that can be put in place to either assist a candidate or for consideration of the problem to be made when papers are marked. These are either:

### **Special Arrangements**

These are applied for when it is known that a candidate has a particular issue or difficulty before sitting an exam. For example this could be a difficulty in writing due to a wrist injury in which case we can arrange for someone to act as a scribe for you.

### **Special Consideration**

This is applied for when something unexpected occurs and may disadvantage a candidate. For example, illness during an exam meant that you did not perform as well as you normally would or could not physically make it into school. The details are forwarded to the exam board and who may take them into account when grades are being awarded. In some cases these procedures can also be applied for in relation to controlled assessment.

If you have any problems regarding exams please contact the exam office. All matters are dealt with in strictest confidence.

## **Pre-Exam Preparation**

### **How is it best to organise revision during the examination period?**

Examinations are inevitably a stressful time for some students and support from both school and parents can be helpful. We will provide advice about revision programmes and examination techniques as the examination period approaches, and if this is followed it should not be necessary to work abnormally long hours during the revision period. It is probably helpful for students to discuss the organisation of revision and to talk through any anxieties about particular techniques or subject matters with subject teachers. The testing of factual material can be beneficial in some cases, but often all that is needed is a quiet place to work, plenty of sleep and some opportunities for relaxation.

### **What arrangements are made for Study Leave?**

Study Leave begins on a date agreed by school, usually as the written exams begin in May. Candidates will be notified of the official study leave date by the head teacher nearer the date. After that date students are only required to be present when they actually have an exam. Please ensure that you sign in and out of school during the exams.

## **NEA**

You will already have started the assessments in Year 10 and will know that it is an important part of many GCSE courses. Make sure you follow all the guidelines set by your teachers as well as those laid down by the awarding body. The following is a summary of the regulations.

### **Regulations**

1. Before you submit any NEA for marking, you will be asked to sign an authentication statement confirming that you have read and followed the regulations.
2. Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. The work which you submit for assessment must be your own or this will be considered as cheating.

3. However, you may:
  - a) Quote from books or any other sources; if you do, you must include a bibliography at the end of your work which lists the full details of publications you have used in your research.
  - b) Use the same wording as a published source; however you must place quotations marks around the passage and state where it came from. This is called “referencing”.
  - c) Receive guidance from someone other than your teacher: if so you must tell your teacher, who will record the nature of the assistance given to you.

Your work must be completed, marked, moderated internally and externally well before the written exams take place. Subject departments set deadlines that allow for this process and to meet those set by the awarding bodies. These deadlines cannot be changed except in exceptional circumstances.

### **Advice**

- 1 Keep to the deadlines your teachers set for submitting drafts and final pieces of work. Your teachers are there to guide and assist you – showing them your work as you progress will allow you and your teacher time to sort out any problems before it’s too late.
- 2 Take care of your work – keep it safe. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. Collect all copies from the printer and destroy those you don’t need.
- 3 Ask your teacher if you need any guidance.
- 4 If you have been absent and/or have problems completing your work, talk to your teacher.

### **Penalties**

Plagiarism is easy to detect these days with the use of specialised computer software to match phrases or pieces of text with the original and to detect changes in the grammar and style of writing or punctuation. If it is discovered that you have broken the regulations you may be disqualified from the whole subject concerned.

**REMEMBER – YOUR NEA MUST BE YOUR OWN**

## Results and Certificates

### Results

Summer series - will be available for collection from Constance Green Hall at 09.30am on Thursday 20th August. If you are away on holiday there are various means of getting the results to you: The deadline for informing the Exam officer of alternative arrangements is Friday 14<sup>th</sup> June

- If you would like your results posted to your home, please leave a stamped, addressed envelope with the Exams Office before the last day of term.
- They can be emailed to a previously notified email address
- Someone else can collect your results for you as long as they have a letter of authorisation from you.
- If you need to contact the Exam Officer my email address is t.mahoney@staidans.co.uk

### Post Results Services

If you are unhappy with your GCSE results please see the Head of subject about the Post Result Services which may be available to you. Details of these services will also be included in your GCSE results envelopes.

### Certificates

During the autumn term of 2020 you will be invited to the Presentation of Certificates evening. Certificates are awarded to candidates who obtain any pass grade 9 - 1

It is vital that the certificates are kept in a safe place. Replacements can only be obtained from Exam boards and are expensive. You will need to refer to them when making an application for further or higher education and they must be presented when you register for the chosen course. Employers increasingly ask to see them as proof of the qualifications you may have entered on an application form.

If you or your parents have any queries, please do not hesitate to contact me at school.

Mrs. T Mahoney  
GCSE Exams Officer