

WEST HILL SCHOOL
A Specialist Science College
(FOUNDATION)



Essential Study Guide to
Surviving Exams

Summer Exams 2009

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- Introduction
- Exam Checklist
- Fire Alarm Procedure
- Absence from Examinations
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Summer 2009 Timetable

Date	Start	Len		Board	Component Title
Fri 24 Apr	Allocated	00:15	AQA	3661/S	German A Speaking Test
Tue 28 Apr	Allocated	00:15	AQA	3661/S	German A Speaking Test
Wed 13 May	Allocated	02:00	AQA	3126/2F&H	Business and Comm Systems Paper 2
Tue 12 May	13:30	02:00	EDEXL/GCSE	5561 01	Rel/Life/Christ/Other/Rel
Tue 12 May	13:30	02:00	EDEXL/GCSE	5563 01	Rel/Life/Christianity
Thu 14 May	09:30	01:45	EDEXL/GCSE	1827 01	PE Written
Thu 14 May	09:30	00:45	EDEXL/GCSE	3827 01	PE Multiple Choice
Fri 15 May	09:30	02:00	EDEXL/GCSE	1627 01	Astronomy Written Paper
Mon 18 May	09:30	02:00	EDEXL/GCSE	5575 01	Rel/Society
Mon 18 May	13:30	01:15	AQA	43055/1F&H	Mathematics B Module 5 Paper 1
Tue 19 May	09:30	01:45	AQA	3712/F&H	English Literature A Paper
Wed 20 May	13:30	00:45	AQA	BLY2F&H	Biology Unit 2 Tier F&H
Wed 20 May	13:30	00:45	AQA	BLY3H	Biology Unit 3 Tier H
Thu 21 May	09:30	01:15	AQA	BUSS1	GCE Business Studies Unit 1
Thu 21 May	09:30	01:30	AQA	BUSS2	GCE Business Studies Unit 2
Thu 21 May	13:30	01:00	AQA	3126/1F&H	Business and Comm Systems Paper 1
Thu 21 May	13:30	01:30	EDEXL/GVQ	EG20801	Innovation & Enterprise
Fri 22 May	09:30	01:15	AQA	3133/9/1F&H	Business Studies B Paper 1
Fri 22 May	09:30	00:35	AQA	3661/LF	German A Listening Test Tier F
Fri 22 May	09:30	00:45	AQA	3661/LH	German A Listening Test Tier H
Mon 01 Jun	09:30	01:15	AQA	43055/2F&H	Mathematics B Module 5 Paper 2
Mon 01 Jun	13:30	02:00	AQA	3545	D&T: Resistant Mat Tech Paper
Tue 02 Jun	09:30	01:45	AQA	3702/1F&H	English A Paper 1 Tier F&H
Tue 02 Jun	13:30	01:15	AQA	3032/1F&H	Geography B Paper 1
Wed 03 Jun	09:30	01:45	AQA	3041	History A Paper 1
Thu 04 Jun	09:30	00:45	AQA	CHY2F&H	Chemistry Unit 2 Tier F&H
Thu 04 Jun	09:30	00:45	AQA	CHY3H	Chemistry Unit 3 Tier H
Thu 04 Jun	09:30	01:00	AQA	AASC2F	Additional Applied Science Unit 2F
Thu 04 Jun	13:30	01:30	AQA	3702/2F&H	English A Paper 2 Tier F&H
Fri 05 Jun	13:30	00:30	AQA	3661/RF	German A Reading Test Tier F
Fri 05 Jun	13:30	00:50	AQA	3661/RH	German A Reading Test Tier H
Fri 05 Jun	13:30	02:00	OCR	6993/01	Maths: Additional Maths Paper 1
Tue 09 Jun	09:30	02:00	AQA	3032/2F&H	Geography B Paper 2
Tue 09 Jun	13:30	01:00	AQA	3133/9/2F&H	Business Studies B Paper 2
Wed 10 Jun	13:30	00:45	AQA	PHY2F&H	Physics Unit 2 Tier F&H
Wed 10 Jun	13:30	00:45	AQA	PHY3H	Physics Unit 3 Tier H
Thu 11 Jun	13:30	01:45	AQA	3041/6/2B	History A Paper 2 Option B
Thu 11 Jun	13:30	01:00	AQA	43051/F&H	Mathematics B Module 1
Mon 15 Jun	13:30	01:15	AQA	3133/3F&H	Business Studies B Paper 3
Mon 22 Jun	09:30	00:30	AQA	BLY1AP	Biology Unit 1A
Mon 22 Jun	09:30	00:30	AQA	CHY1AP	Chemistry Unit 1A
Mon 22 Jun	09:30	00:30	AQA	CHY1BP	Chemistry Unit 1B
Mon 22 Jun	09:30	00:30	AQA	PHY1AP	Physics Unit 1A
Mon 22 Jun	09:30	00:30	AQA	PHY1BP	Physics Unit 1B

INTRODUCTION

This booklet has been designed to help you as much as possible during the Summer GCSE examinations. If you know what you are doing and are fully prepared you will feel much better about the exams.

If you need any more information, please contact Mrs Hemmings (Examinations Officer), who will be happy to help you.

Make sure names are written correctly at the Name of Certificates and that dates of birth are accurate on your Individual Candidate Timetable, at the front of this booklet. Please check you are entered for the right exams and levels. Once the certificates are sent to the schools Exams Boards charge £36.00 each to have new certificates printed. Please let Mrs Hemmings know as soon as possible if there is a problem.

Please check if you have any exam clashes. If this happens then instructions will be issued by Mrs Hemmings advising as to how the clash will be managed.

Please make sure you keep checking your timetable regularly and that you do not mistake a morning exam for an afternoon or the other way round.

Your final examinations will take place during May and June (timetable enclosed). Unless alternative arrangements have been made (for example in the event of a clash) all exams will start at the following times:

Morning examinations 9.30 am
Afternoon examinations 1.30 pm

Please be at the exam venue at least 15 minutes before the exam is scheduled to start. If you are late, please report to Mrs Hemmings as soon as you arrive.

The Examination Boards set down strict rules and regulations which schools and candidates must follow. Any bad behaviour, talking or copying is not allowed and will result in all your examination papers being cancelled. Schools must report any such behaviour to the Awarding Board.

When you enter the exam venue the invigilator will instruct you where to leave any bags and coats and then find your seat. Please make sure that you sit in the correct seat, as you may be given the wrong examination paper if you do not do so.

Remember once you have entered the exam room you must not talk, turn around or disturb another student. If you have a problem please put your hand up and an invigilator will help you.

In all examinations you will be asked for your name, candidate number and centre number. Your candidate number is on your individual candidate timetable but it will also be with your name on the seating plan displayed both outside and inside the exam venue.

Centre number is 33555.
Centre name is West Hill Stalybridge

The centre number and name will also be displayed at the front of the exam venue with the starting and finishing times of the exam.

Listen very carefully to instructions and notices that are read out - there may be changes to the exam paper which you need to know about.

Please check that you are given the correct question paper, with the right subject and the right tier on it (i.e. Foundation/Higher)

Exam Check List



For morning examinations you should arrive no later than 9.10am at the exam venue and 1.15 pm at the latest for the afternoon ones. It is much better to plan to arrive early in case of problems with the journey.



When taking exams you will be instructed by the invigilator where to put your bags and coats.



Phones - **Students must not have mobiles phones in their possession** (either on or off). They can be handed in for safe keeping at the start of the exam, if necessary. **This is very important - if a phone is found on you, there is a good chance that your whole exam will be cancelled. Please make sure you switch it off before handing it in.**



You should not have books, notes, pagers, MP3 players etc in your pockets.



You should bring a black pen, pencil, rubber and any other writing equipment needed to your exams. Only **clear pencil cases** are allowed on your desk, any others should be left in your bag. **Do not use gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.

You are not allowed highlighters, correcting fluid or correcting tape. If you make a mistake in the exam please draw a neat line through it. Any diagrams or pictures should be drawn in pencil. Please draw a neat line through any rough notes that you do not wish to be marked.



In an exam where you have the use of a calculator, you should keep the calculator lid, box or instructions with your bag and coat and not in your pocket.

Sshh!

There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



Please come to school dressed in your correct full school uniform, footwear and appropriate hairstyle. If you do not, you will be asked to go home to change and will probably miss part of the exam.



No food or drink is allowed in the exam room.

Fire Alarm

If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic.

If you all have to leave the exam room you will be asked to leave quietly and in the order you are sitting. You will be taken to the tennis courts. Please leave EVERYTHING on your desk. Do not speak to anyone else and when you return do not start writing until you have been told to do so. You will still get the full working time and a report will be sent to the Awarding Body telling them of the interruption.

Absence from Examinations

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message for Mrs Hemmings, Exams Officer with the reception office. You will then need to provide a sick note from your doctor.

If you do not have a good reason for missing an exam your parents will be charged for that exam.

Please note that an Exams Policy, DDA Policy and Appeals Policy is available from school.

We would like to wish you all good luck in your exams and for your future.

Results and Certificates

GCSE, BTEC and DiDA results are due on Thursday 27th August 2009 after 9.30 am. Results slips are to be made available to candidates on that day.

If you cannot come to collect them, please send a note saying we can post them to you with a stamp addressed envelope. We will then send them to you.

If you want another member of the family to pick them up, please give that person a note saying we can give them out to that person.

Certificates will be presented on Year 11 Presentation Evening in November.