Year 11
Essential Student Guide to Surviving Exams
Exams Information
2016/2017
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Introduction

This booklet has been designed to help you during the Summer GCSE examinations.

People referred to in this booklet:

The Exams Officer  Mr. O’Brien (Temporary until July 2017)

The Attendance Officer  Mr. Wick

Please double check that all the details on the Candidate Timetable (issued with this booklet) are correct.

☐ Names are spelled correctly
☐ Date of birth is correct
☐ Correct exams are entered
☐ Correct tier of entry is entered

After the exams have finished and certificates have been sent to schools, Exams Boards charge £36.00 to have new/replacement certificates printed. Please let the Exams Officer know as soon as possible if there is an error with any of the details listed above.

On your GCSE exams timetable, some of you will notice that there may be exam clashes. If this is the case you will be contacted by the Exams Officer to explain the arrangements. Please do not hesitate to contact the Exams Officer if you are unsure about what will happen or if you are concerned a clash may have been missed.

Please make sure you keep checking your timetable regularly and that you do not mistake a morning exam for an afternoon one or the other way round. It is strongly recommended you put your exam dates and times in your planner.

The mock exams have slightly different arrangements to your GCSE exams, eg. time, so please check the timings of your exams on your Candidate Timetable. The final GCSE examinations will take place during May and June. These will start at the following times unless there are any exam clashes (details will be issued separately if this occurs):

Morning examinations 9.30 am  Afternoon examinations 1.30 pm
Power Yourself to Perform

P – Preparation. Start the day with a nutritious breakfast. Your brain needs the energy from food to work efficiently.

E – Energy Levels. Eat at regular times throughout the day and avoid high sugary foods such as pastries, sweets, caffeine and fizzy drinks. These will give you energy highs and crashes.

R – Re-hydrate. Drink a glass of water ideally with lemon at the start of the day. Carry a bottle of water around with you and take it into the exam.

F – Focus Fuels. Snack on brain boosting foods throughout the day such as fresh & dried fruit, nuts & seeds.

O – Omega 3's. Omega 3 has been shown to help brain function and increases concentration. It also helps to improve your immune system when your body and mind are stressed. The best source of Omega 3 is oily fish such as mackerel, sardines, salmon & trout.

R – Re-think brain blockers. On exam day, stay away from foods made of white flour, such as cookies, cereal bars, pastries, cakes and muffins, which require added time and energy to digest.

M – Macro-nutrients. Have a combination of protein, fats, and carbs at every meal on exam day.

Exam Preparation

☐ Do all the things you’ve been advised to.

☐ Make a revision plan and stick to it.

☐ Make use of all the resources you’ve been provided as well as those that you can get for yourself from the Internet.

☐ Balance the time for subjects you enjoy with those you find harder so that you can Aim High in everything.
On the Day of an Exam

Please be on the school site at least 30 minutes before the exam is scheduled to start and be at the exam venue 15 minutes before the exam is scheduled to start. If you are late, please report to the Exams Officer or Attendance Officer as soon as you arrive.

You must know where you are to sit in an exam venue. Seating plans will be displayed in the:

- Dining room window
- Exam venue

The Examination Boards set down strict rules and regulations which schools must follow. Any bad behaviour, talking or copying may result in all your examination papers being cancelled. Schools must report any such behaviour to the Examination Boards.

All personal electronic devices must be switched off and removed from your person and placed in your bag:

- Phones
- Watches
- Fitbits
- iPods/MP3 players

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 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 a 4 digit number and is on your Candidate Timetable; 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 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 correct subject and if relevant, the correct tier on it (i.e. Foundation/Higher).
Exam Check List

For morning GCSE examinations you should arrive:

☐ at school no later than 9:00am
☐ at the exam venue no later than 9:15am

For afternoon GCSE examinations you should arrive:

☐ at school no later than 1:00pm
☐ at the exam venue no later than 1:15pm

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/watches/iPods/FitBits/Programmable calculators, etc.

**Students must not have mobile phones in their possession** (either on or off). They can be handed in for safe keeping at the start of the exam or preferably switched off and left in your bag. **This is very important – if a phone is found on you, there is a good chance that your whole exam will be cancelled.**

You should not have books/notes, 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 correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your **answers**.

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 also.
We recommend that you invest in a good quality pen with a rounded barrel.

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.

Please come to school dressed in your correct full school uniform, footwear and appropriate hairstyle. Failing to attend in full school uniform may disadvantage you.

No food is allowed in the exam room. You can bring a 500ml bottle of water in a clear bottle, no sugary drinks are allowed. If your bottle has a label, you must remove it before bringing it in to the exam venue.

Visit the toilet before any exam. You are not allowed a toilet visit for an hour after the exam has started and you should avoid leaving the exam venue for any toilet breaks.
Fire Alarm

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

If the exam venue needs to be evacuated you will be asked to leave quietly and in the order you were sitting. You will be taken to the evacuation point. 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 the Exams Officer with the Reception Office. You will need to contact your Doctor on the day of any absence and get a sick note from them to provide to school.

If you miss part of your examination the board can only award if you complete 50% of the whole qualification.

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

Please note that the Exams and Appeals Policy is available on the school website: http://www.westhillschool.co.uk/governors/policies.
Results and Certificates

GCSE results are due on Thursday 24th August 2017 after 9.30 am. Results slips are to be made available to candidates on that day.

If you cannot come to collect your results in person and you wish someone else to pick them up on your behalf, please send a signed note authorising them to be collected. If you do not send a signed note then we will not be able to release your results.

Certificates will be presented on Year 11 Presentation Evening on Thursday 16th November 2017 at Dukinfield Town Hall.

For those boys that do not attend Presentation Evening, certificates will be available from Reception in the two weeks following that event. After this time all certificates will be posted home. Please ensure that school has your correct postal address.

Make sure that you have a revision plan and that you stick to it.

Work hard in class and at home and your efforts will be rewarded!

The staff and governors of West Hill School wish you well in your exams.

AIM HIGH
NO iPods, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES

NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in
DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©2016 – Effective from 1 September 2016
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.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

©2014
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, encyclopedias, 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".

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.bbc.co.uk/schools/16/sosteacher/history/49756.shtml), downloaded 5 February 2017.

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.
Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate’s examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.

4. Personal data within candidates’ work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.
Information for candidates
Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications (JCQ) on behalf of all the awarding bodies and can be found at: http://www.jcq.org.uk/exams-office/malpractice

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:
http://www.jcq.org.uk/exams-office/information-for-candidates-documents

Take care to avoid possible malpractice and the application of a penalty.

JCQ™ 2014