



GCSE EXAMINATIONS 2017

GUIDANCE FOR STUDENTS & PARENTS

Centre Name: St Joseph's Catholic and Anglican High School

Candidate Name:

Candidate Number:

Write your candidate details in here!

School Telephone No: 01978 360310

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1. INTRODUCTION

It is the aim of St. Joseph's Catholic & Anglican High School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your Parent/Carer. Please read it carefully and show it to your Parent/Carer, so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination Boards) set down strict criteria, which must be followed for the conduct of examinations and St. Joseph's Catholic & Anglican High School is required to follow them precisely.

Some of the questions you may have are answered at the back of this booklet. **If there is anything that you do not understand or any question that has 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:

The Examinations Office

Or The Pastoral Leader of Year 11 – Mr D Lambert

The school telephone number is: **01978 360310**

Remember – we are here to help.

GOOD LUCK!

POB LWC!

2. BEFORE THE EXAMINATIONS

2.1 Statements of Entry

All Candidates receive a Statement of Entry from school, indicating the subjects that they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry; others have Foundation or Higher Tiers.

Please make sure that the statement of entry includes all the exam entries that you are expecting and no unexpected entries. If you have a query in relation to a particular subject's entry, please raise this with the pupil's subject teacher.

Please check the statement of entry carefully, making sure that your correct **LEGAL** name and date of birth are correct, as these will appear on the final certificates. It is difficult, and sometimes costly, to correct them after the certificates have been issued.

If there are any errors or problems with the entries, please inform the Examinations Office at your earliest convenience.

2.2 Examination Boards

The School uses the following Examination Boards:

- AQA
- Edexcel
- OCR
- WJEC.

2.3 Candidate Name

Please ensure you use your **FULL LEGAL** name (not any name you are 'known as') when completing your details on the front of the examination paper, and any extra answer booklets. **Failure to abide by these regulations may result in no qualification being awarded.**

2.4 Candidate Number

Each candidate has a four-digit exam number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number will be noted on the front of this booklet - **please learn it.** If you are unsure of your candidate number, please see the Examinations Office.

2.5 Unique Candidate Identifier

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the top of statements of entry. This number will usually begin with the Centre Number (68188) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

2.6 Timetables

A copy of the school's GCSE timetables will be posted on the Examinations Noticeboard. You are also issued with an individual timetable showing your own specific examinations with details of date, time and duration of the exam. Please check this timetable carefully. If you think something may be wrong, please see the Examinations Office immediately.

During the summer exams, a few candidates may have a clash where two/three subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Office, if you are unsure what to do (all affected 'exam clash' candidates will receive detailed instructions).

2.7 Contact Numbers

Please ensure that school has at least one up-to-date contact number for you.

2.8 Equipment

Make sure you have all the correct equipment before your examinations.

You may take the following items into the exam room:

- A clear pencil case or plastic bag containing writing materials needed to complete the paper (please do not bring a coloured pencil case).
- Pens should be black ink or ballpoint. No eraser pens or correction pens are allowed.
- A drink (labels must be removed from bottles).
- A clear bag of boiled sweets or mints (free from packaging).
- An approved calculator (with no back), unless otherwise stated in the examination instructions.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

The use of standard translation dictionaries (e.g. Polish-English, English-Portuguese etc.) is permitted in all examinations, other than those in which language translation itself is the skill being assessed.

It is the responsibility of each candidate to supply themselves with a dictionary, if they so wish, although school does have a supply of Polish and Portuguese dictionaries. Such dictionaries must not contain any written notes. Publications containing supplementary information, in addition to translation are not allowed.

A bilingual dictionary must not be used in the following examinations:

- GCSE English;
- GCSE Geography;
- GCSE History;
- GCSE Religious Studies.

3. DURING THE EXAMINATIONS

3.1 Examination Regulations

A copy of the JCQ “Warning to Candidates” and “Information for Candidates” will be located outside each examination room and copies are enclosed in Appendix 1 and 2. Please read this guidance thoroughly. Please note any candidate that attempts to break any of the examination rules or regulations will be disqualified from some or maybe all subjects. The school **must** report any breach of regulations to the Awarding Body.

3.2 Expectations during Examinations

Candidates must:

- Check his/her own exam timetable and arrive at the correct venue at least 15 minutes before the published start time, properly dressed and with the correct equipment.
- Wear full school uniform long hair must ALWAYS be tied back
- Leave belongings in the dedicated storage area (as directed by Teaching and Invigilation Staff).
- Make sure that any watch alarms are turned off. Watches will be checked by the Invigilators before pupils enter the examination hall/room, to ensure it is not capable of transmitting/receiving data. Candidates must not wear a watch capable of transmitting data, as this will be removed and a report made to the Awarding Body.
- Remember that examination regulations are very strict regarding items that may be taken into the examination room. If rules are broken, candidates will be disqualified from the examination and this could result in disqualification from ALL GCSE examinations.
- Supply their own calculator, unless the use of a calculator is specifically prohibited in the exam instructions.
- Take the pens, pencils and equipment necessary for completion of the exam only and place this equipment in a clear plastic bag or clear pencil case. In addition, candidates may take a drink into the exam room and a bag of boiled sweets or mints. Labels must be removed from bottles.
- Remember that they are under strict examination conditions from the time that they enter the room in which they are taking their examination until the time that they leave.
- Sit in the seat specified on the seating plan displayed at the venue.
- Refrain from communicating with other candidates and follow all instructions given by Invigilators.
- Listen carefully to all instructions and notices given by Invigilators (there may be amendments to the exam paper that candidates need to know about).

- Check that they have the correct question paper, checking the subject, paper and tier of entry.
- Ensure they write his/her full legal name on the answer booklet, including any middle names (not shortened names).
- Read all instructions carefully and number your answers clearly.
- Do all rough work on the exam stationery provided.
- Write answers clearly in black ink only. Pencils may be used for drawings rough notes. A line should be put through any work that is not intended for marking.
- Stay in the examination room for the duration of the exam. Pupils are not allowed to leave an examination room early. If candidates have finished the paper, they may use any time remaining to check over answers and ensure that the front cover of the answer book is fully completed.
- Hand in all work at the end of the examination, remembering to cross out any rough work. If more than one answer book or loose sheets of paper have been used, ask an Invigilator for a tag to fasten them together in the correct order.
- Always put his/her name and candidate number on any additional papers (school staff cannot do this for pupils afterwards).
- Remain seated in silence and refrain from communicating with each other, until such time the Invigilator instructs them to leave until told to leave the examination room. Candidates leave the room in **silence** and **show consideration for other candidates who may still be working**.

Candidates must not:

- Enter the exam room after the exam has begun.
- Bring mobile telephones into the examination room. If a mobile phone (or any other type of electronic communication or storage device including Ipads/ MP3/4 players or smart watches) is found during an examination (even if it is turned off) it will be removed from the pupil and a report made to the appropriate exam board. **No exceptions can be made.**
- Open the exam question paper or write any notes/formulae on the exam stationery prior to the start of the exam.
- Use correcting pens, fluid or tape, erasable pens or blotting paper.
- Use highlighters or gel pens in answers. Highlighters may only be used to highlight text on the questions.
- Communicate with anyone except the Invigilator.
- Have in their possession any books, notes, learning material or equipment not specifically authorised in the exam instructions or have access to unauthorised material by any means.
- Write on examination desks. This is regarded as vandalism and candidates will be asked to pay for any damage.

- Draw graffiti or write offensive comments on examination papers, as Examination Boards may refuse to accept the paper.
- Sit with his/her head on the desk after completing the examination. If a candidate feels unwell, they must put up their hand.
- Look at the work or copy from another candidate, or allow anyone to copy from them.

3.3 Invigilators

The school employs external Invigilators to conduct the examinations. Students are expected to behave in a courteous and respectful manner towards all invigilators, and follow their instructions at all times. Subject specialist teachers will normally be present at the start of an examination only, for candidate identification purposes.

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 writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill. Please note that Invigilators cannot discuss the examination paper or explain the questions under any circumstances.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by Invigilators and members of the Senior Leadership Team.

3.4 Absence

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform school at the earliest possible point so that we can help or advise you.

Only in ‘exceptional circumstances’ are candidates allowed Special Consideration for absence from any part of an examination. It is **essential** that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay, in all cases where an application is to be made for Special Consideration.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a percentage of the examination (including controlled assessment) must be completed. Please contact the Examinations Officer in this instance.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.

Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.

3.5 Lateness

Candidates should ensure they arrive promptly for all examinations, which start at 9.00 a.m./1.00 p.m. If you are running late for any reason, you should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. Candidates who arrive after the start of the examination may be allowed to enter the examination room and sit the examination. However, candidates must not enter an examination room without permission after an examination has begun.

3.6 In the Event of a Fire Alarm

If the fire alarm sounds during an examination the Examination Invigilators will tell you what to do. **Don't 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. You will be escorted to a designated assembly point. 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.

Note: During external exams, pupils must remain together, between the tennis courts and the fence field. During internal exams, pupils are able to join their Form Groups for register on the field.

4. FREQUENTLY ASKED QUESTIONS

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. 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 the invigilator **immediately**.

Q. What do I do if I forget my Examination Number?

Exam Numbers are printed on seating plans, which are displayed in the exam rooms (you will have a copy of this before the examination season begins), and on attendance registers, along with your personal name card on the desk. Invigilators will be able to help you find your number if in any doubt.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **68188**. It will be clearly displayed in the examination rooms and will be visible on your personal name card on the desk.

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

Inform 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 will 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).

Q. 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% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small, is not guaranteed 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 controlled assessment work is affected by adverse circumstances beyond their control. Examples of such circumstances may be: illness which causes severe disruption, distress or severely affects the performance of the candidate on the day of the examination(s), accident or injury, bereavement or domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each

subject) - the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel 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 you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

Candidates should ensure they arrive promptly for all examinations which start at 9.00 a.m./1.00 p.m. If you are running late due to transport you should get to school as quickly as possible and report to Reception. 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. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Awarding Body 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.

Q. 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.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Mathematics, 3B pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination, or rely on school to provide you with equipment.

Q. What items are not allowed into the examination room?

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room. IF you are found with unauthorised material a report will be sent to the Awarding Body - a student would normally be disqualified from the paper or the subject concerned.

Do not bring any valuables into school with you when you attend for an examination. Mobile telephones must not be brought into the exam room even if they are turned off.

You are permitted water in a clear bottle with all labels removed.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile 'phone (or any other electronic communication device, e.g. IPod, smartwatch, MP3 or MP4, memory pen, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies

Q. 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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard at the front of the exam room. There will be a clock in all examination rooms. Please ensure you are fully aware of the duration of each examination before you begin writing.

Q. Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

Unless there are medical reasons, and we have received medical evidence of this, then you will not be allowed to go to the toilet during the exam. Please ensure you visit the toilet before you enter the examination hall/room. If you feel unwell during the examination you should raise your hand and speak with an invigilator.

Q. If I have more than one exam on a day can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the restaurant (available from 12 noon) or bring a packed lunch.

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

Some students receive an allowance of 25% or 50% extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board. Please ensure you **understand completely** what time your examination will finish; if you are in doubt raise your hand and speak with an invigilator.



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.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

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APPENDIX 3



AQA	City & Guilds	OCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2016

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: <ul style="list-style-type: none">• notes;• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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 only be used 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: <ul style="list-style-type: none">• 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	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none">• you think you have not been given the right question paper or all of the materials listed on the front of the paper;• 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: <ul style="list-style-type: none">• 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 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.

achieve
shared
guide life
example
Christ potential
faith fully Anglican
fully Catholic journey
Mission
God
St Joseph
live Christian grow
whole school community
love

Our Mission Statement

School Prayer

Eternal God,
Whose Son, Jesus Christ, is the Way, the Truth and the Life;
Grant us to walk in his Way,
To rejoice in his Truth,
And to share in his risen life
In the power of the Holy Spirit,
One God, now and for ever.
Amen.

Gweddi'r Ysgol

Tad Tragwyddol
Y mae ei Mab ydy'r Ffordd, Y Gwir a'r Bywyd;
Gad i ni gerdded yn ei Ffordd,
Llawenhau yn ei wir,
A rhannu yn ei fywyd wedi'i atgyfodi
Ym mhŵer yr Ysbryd Glân
Un Duw, yn awr ac am byth.



**NO CHILD
LEFT BEHIND**