



Chorlton High School

EXAMINATION GUIDANCE FOR STUDENTS & PARENTS

NOVEMBER 2020

NAME:

CANDIDATE NO:

Centre Number: 32329

School Telephone No: 0161 882 1150

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INTRODUCTION

It is the aim of Chorlton 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 parents. Please read it carefully and show it to your parents 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 Exam Boards) set out strict criteria for the conduct of examinations, which must be followed, and Chorlton High School is required to follow them precisely. You should, therefore, pay particular attention to the notices that are printed on the following pages.

Some of the questions you may have should have been answered in this booklet. **If there is anything you do not understand, or any issues that have not been addressed, PLEASE ASK.**

A copy of this booklet and other important exams information is available on the school website.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact:

The Examinations and Assessment Manager – **Mrs K McHale**
(In the School's Admin Office)

The school telephone number is: **0161 882 1150.**

Remember – we are here to help you.

GOOD LUCK WITH ALL YOUR EXAMS!

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

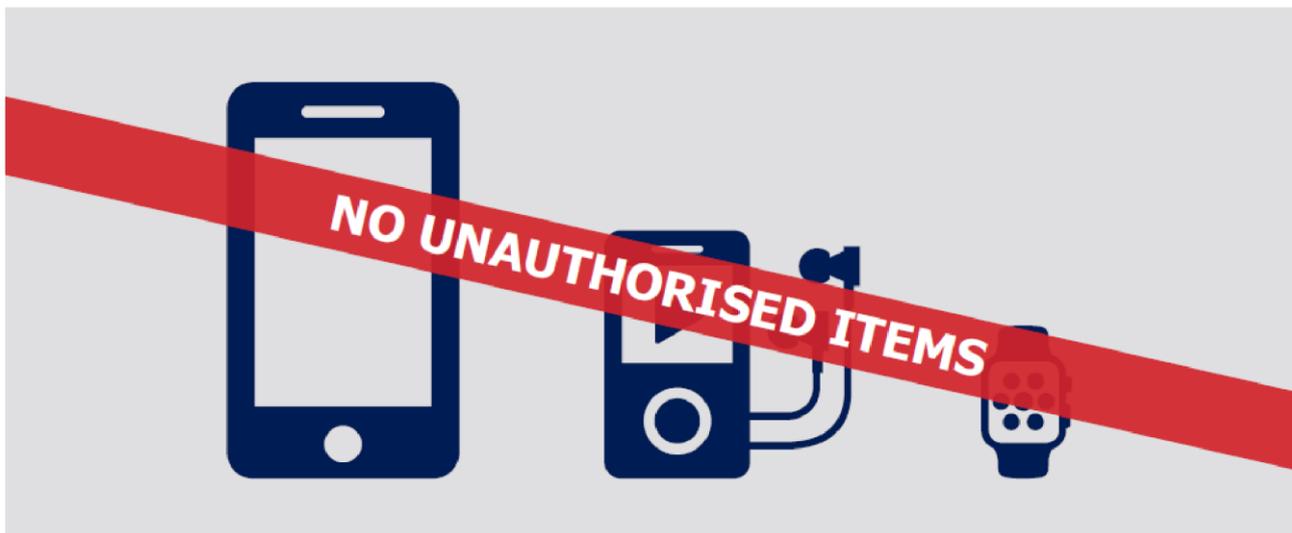
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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 2020

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**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.

Information for candidates for written examinations – effective from 1 September 2020

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: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. 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.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	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. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	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: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) 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. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) 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	When the invigilator tells you, 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 for rough work.
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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) 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.

BEFORE THE EXAMINATIONS

TIMETABLES

- A copy of the GCSE resit timetable November 2020 is included at the back of this booklet and is also available on the School website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully and make sure you know where you need to be and when.
- Your Individual Timetable will give information regarding the subjects that you are being entered for, the exam board and the levels/tiers of entry, where applicable. Some subjects only have one tier of entry; some have Foundation or Higher tiers. Please check that these are correct. If you have any queries about any of your entries, speak call the Examinations Manager.
- If there is a clash on your timetable, the school will re-schedule papers internally (on the same day). Candidates may be allowed a supervised break between scheduled papers – full information will be provided well in advance of your exams. If in doubt, consult the Examinations Manager.

CANDIDATE NAME & DATE OF BIRTH:

- Candidates must be entered for examinations using their LEGAL names. If any of your personal information is incorrect, please bring proof of identity (e.g. a passport or birth certificate) to the main office for the attention of the Exams Manager. You may be charged for any previously received certificates if you wish for us to update any incorrect information.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This number is personal to you and you will be expected to write it on the front of all your examination papers. Your candidate number can be found on the top of your individual timetable (called 'Exam Number'). **Please learn it as you must write it on every exam paper** – this number helps the exam boards to identify your exam, failure to include this information could mean that your exam results are delayed.

VENUE

- All exams will take place in G86 within the main school building, unless otherwise stated.

SEAT NUMBERS

- You will be informed of your seat number when you arrive at school.

CONTACT NUMBERS

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

EQUIPMENT

- Make sure you have all the correct equipment before your examinations; do NOT rely on school providing pens, pencils, rulers, calculators etc. Check the regulations in the Notice to Candidates and the information on the following pages.
- **We recommend that all students have their own calculators so that they can familiarise themselves with its functionality, well in advance of their examinations.**

COVID-19 GUIDANCE

If you are self-isolating due to yourself or someone in your household experiencing symptoms, yourself or someone in your household having received a positive Covid-19 test or having been contacted by track and trace, you **must not** attend your exam and you must follow the governments self-isolation guidance. Please telephone the Examinations Manager to inform school of your absence.

If you are experiencing any of the following symptoms you **must not** attend the exam. You must stay at home and follow the governments self-isolation guidance.

Symptoms include:

- a new, continuous cough
- a high temperature
- loss of, or change in, your normal sense of taste or smell (anosmia)

Please arrive at school at 8.45am for morning exams and 12.45pm for afternoon exams. Upon arrival at school please wait outside the main entrance in the designated area. There will be signs to direct you to the waiting area. Please remember to wait in line and socially distance from other students.

Upon entrance to school, your temperature will be taken, prior to your exam. If you are experiencing a high temperature you will be asked to leave the premises and return home. You will need to follow the governments advice on self-isolation and testing. You will not be allowed to attend any further exams until you have completed your self-isolation or received a negative Covid-19 test result.

Upon entering the school, you will be required to sanitise your hands. There are sanitiser units installed at the school entrance and within the school building. There will be a designated exams toilet where you can wash your hands before and after the exams. All tables and chairs will be sanitised before and after use.

Following the governments guidance, you will need to wear a face covering whilst moving around the school and using the toilets. You will not need to wear your face covering whilst sat down undertaking your exam.

Please ensure that you bring all the necessary equipment including black pens, rulers, calculators (if required and permitted in your exam) as we will not be able to supply these during the exam.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Copies of the JCQ candidate notices, which are issued jointly by all the Examining Boards, are printed on pages 4 & 5 of this booklet and are also on the School website. All candidates must read these carefully; failure to follow the rules could lead to disqualification. The school IS OBLIGATED to report any breach of regulations to the Awarding Bodies.

ATTENDANCE AT EXAMINATIONS

- All items of equipment; pens (must be **black** ink), pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. **Correction pens are not allowed.**
- You are responsible for providing your own equipment for examinations. You must NOT attempt to borrow equipment from another candidate during the examination.
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. Candidates must arrive at 8.45am for morning examinations and 12.45pm for afternoon examinations. **If you miss your exam, you cannot sit it at another time.**
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations.
- Do not attempt to communicate with, or distract, other candidates; this includes both verbal and non-verbal communication.
- Bags, coats and any other prohibited items can be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination. **School will not be held responsible for any valuables left in your bag at the back of the exam room.**
- **Mobile telephones (and other digital storage devices/smart watches etc) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone is found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate exam board. This could result in your disqualification from that paper or, in some instances, from ALL of your exams. Don't risk this happening to you!**
- Analogue wrist watches must not be worn but can be placed face up on the examination desk.
- You may bring a bottle of water into the exam with you but it must be in a **clear** bottle, with the label removed. No other food/drinks will be allowed.
- Please do not write on examination desks/seat number cards. This is regarded as vandalism and you will be asked to pay for any damage. Similarly, do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper/disqualify you from all your examinations.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Candidates will NOT be allowed to leave an examination room early. Make sure you have been to the toilet before you arrive at your exam room.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.

- **If the fire alarm sounds during an examination:**
 - a) Don't panic!
 - b) 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.
 - c) Leave everything on your desk. Close your paper before you leave.
 - d) You must not attempt to communicate with anyone else during the evacuation.
 - e) 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 supervise the examinations. Students are expected to follow their instructions at all times.
- School staff will normally be present at the examination. They will **NOT** be able to answer any subject specific/exam paper-related questions once you have entered the examination room.

ABSENCE FROM EXAMINATIONS

- Candidates who arrive late will **NOT** automatically be permitted to enter the examination hall. There needs to be a good reason for the late arrival and cases will be judged individually.
- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you. It is essential that medical or other appropriate evidence is obtained on the day of absence by the candidate/parent, and given to the Examinations Manager without delay. A self-certification form (JQC/ME Form 14) can be obtained from the Examinations Manager which can be countersigned by your doctor or nurse.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Make sure that you know where you need to be and when.**

AFTER THE EXAMINATIONS

**RESULTS WILL BE AVAILABLE ON:
Thursday 14th January 2021 - for GCSE English Language and
Mathematics
Thursday 11th February 2021 - for all other GCSE subjects**

NOTIFICATION OF RESULTS

- Please provide school with your email address and we will email your results on the morning of the results day.

NOVEMBER 2020 TIMETABLE

Date	Start Time	Board	Exam	Component Title	Exam Duration
WEEK 1					
02/11/2020	Mon AM	AQA	English Language Paper 1	8700/1	1h 45m
	Mon PM	OCR	Computer Science - Computer Systems	J276/1	1h 30m
03/11/2020	Tues AM	OCR	Mathematics Paper 1 Foundation	J560/01	1h 30m
04/11/2020	Wed AM	AQA	English Language Paper 2	8700/2	1h 45m
	Wed PM	AQA	French Paper 1 & Paper 3 Foundation	8658/LF & 8658/RF	35m (L) & 45m (R)
05/11/2020	Thurs AM	OCR	Mathematics Paper 2 Foundation	J560/02	1h 30m
	Thurs PM	AQA	English Literature Paper 1	8702/1	1h 45m
06/11/2020	Fri AM	AQA	Combined Science Trilogy Biology F & H	8464/B/1F 8464/B/1H	1h 15m
		AQA	Biology Paper 1 Higher	8461/1H	1h 45m
	Fri PM	OCR	Computer Science - Computational thinking, algorithms and programming	J276/2	1h 30m
WEEK 2					
09/11/2020	Mon AM	OCR	Mathematics Paper 3 Foundation	J560/03	1h 30m
	Mon PM	AQA	Business Paper 1	8132/1	1h 45m
10/11/2020	Tues AM	AQA	Combined Science Trilogy Chemistry F & H	8464/C/1F 8464/C/1H	1h 15m
		AQA	Chemistry Paper 1 Higher	8462/1H	1h 45m
11/11/2020	Wed PM	AQA	French Paper 4 Foundation	8658/WF	1h
		Pearson	History Paper 1	1H10 10-12	1h 15m
12/11/2020	Thurs AM	AQA	English Literature P2	8702/2	2h 15m
	Thurs PM	AQA	Spanish Paper 1 and Paper 3 Foundation	8698/LF 8698/RF	35m (L) & 45m (R)
13/11/2020	Fri AM	AQA	Combined Science Trilogy Physics F & H	8464/P/1F 8464/P/1H	1h 15m
		AQA	Physics Paper 1 Higher	8463/1H	1h 45m
WEEK 3					
16/11/2020	Mon AM	Pearson	History Paper 2	1H10 2A-2W	1h 45m
	Mon PM	AQA	Business Paper 2	8132/2	1h 45m
17/11/2020	Tues PM	AQA	Spanish Paper 4	8698/WF	1h
18/11/2020	Wed AM	AQA	Biology Paper 2 Higher	8461/2H	1h 45m
		AQA	Combined Science: Trilogy - Biology Paper 2 F & H	8464/B/2F 8464/B/2H	1h 15m
		NCFE	Level 1/2 Technical Award in Sport	Unit 1	1h 30m
19/11/2020	Thurs AM	Pearson	History Paper 3	1H10 30-33	1h 20m
20/11/2020	Fri AM	AQA	Chemistry Paper 2 Higher	8462/2H	1h 45m
		AQA	Combined Science: Trilogy - Chemistry Paper 2 F & H	8464/C/2F 8464/C/2H	1h 15m
WEEK 4					
23/11/2020	Mon AM	AQA	Physics Paper 2 Higher	8463/2H	1h 45m
		AQA	Combined Science: Trilogy - Physics Paper 2 F & H	8464/P/2F 8464/P/2H	1h 15m