



St. Cuthbert's
Roman Catholic High School

PUPILS GUIDE TO EXAMS SUMMER 2022



EXAMS OFFICER'S **STATEMENT**

Your GCSE Exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these Exams. This booklet also states the rules and regulations of the exam boards that you must adhere to.

Please read through this booklet to ensure that you are familiar with what is expected of you.

May I take this opportunity to wish you well in your forthcoming examinations. Be the best that you can be!

Mrs Glendinning
Exams Officer



RULES & REGULATIONS

YOU MUST:

1. Be on time for your exams

- Morning exams begin at 9.30 am
- Afternoon exams begin at either 1.00 pm (longer exams) and 1.15pm or 1.30 pm (shorter exams).

If you are late, your work may not be accepted by the exam boards.

2. Be ready and waiting for your exam.

- Aim to arrive 20 mins before your examination start time.

3. Ensure any calculators used are suitable and are within the regulations, (please see calculator rules at the back of the booklet).

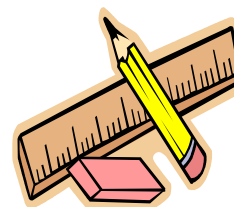
4. Mobile phones, iPods, MP3 players etc are prohibited from exams. Please make sure that they are turned off and are either stored in your coat/bag at the back of your row or handed in to the invigilators.

4. Smart watches must be handed in with any Mobile phones etc.

5. ANY wrist watches are now classed as unauthorised items and so should not be in your possession. Please ensure they are removed and also handed in.

7. It is your responsibility to ensure that you bring ALL the correct equipment e.g. Black Pens, Pencils, Ruler, Calculator etc.

BE PREPARED FOR YOUR EXAMS



Equipment;

- Get together **ALL** the equipment you may need the night before: a pen – black ink only and a spare one! a pencil, ruler, eraser, compass, protractor etc. **No Correction fluid** is to be used in the exam.
- All this equipment must be stored in a clear, plastic bag or case.
- For certain exams you may require a suitable calculator. Check in which exams you can use them with your teacher and ensure the case/lid is removed and not on your desk and any memory is cleared.
- No other material must be taken into the hall and must be left in your bag.
- Remember to go to the toilet ***before*** the exam starts, unless you have a proven medical need you will not be able to go to the toilet during the examination.
- Arrive at your assembly area 20 minutes before the start of the exam.

Your final examination timetable will give you all the details you will need: dates, starting and finishing times etc. It is your responsibility to look after this timetable. Make sure you keep it somewhere safe!

DURING THE EXAMINATION

- Check that you have the right question paper in front of you – check the Subject, Date, Unit and Tier are correct.
- Read the instructions on the front of the question and answer papers carefully so you understand what you need to do.

Fill in any information on the front when told to do so.

Tell the Invigilators AT ONCE

- » If you think you have not been given the correct paper.
- » If any of the materials (listed in a box on the front of the paper) are missing.
- » If the paper is incomplete or badly printed.

If a page is meant to be blank, it will say so!

- **Work carefully and write clearly in the designated sections of the exam paper only.**

Don't rush. Pace yourself and allow the appropriate time for each question. Exam questions are carefully designed and tested – they should take the estimated length of time to complete.

Show all your working out/rough work. Neatly cross it through when you've finished, but leave it legible. Hand it in with the rest of your answers.

Do not write any graffiti on your exam paper as these can be disqualified by the exam boards.

Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is very important. You will often find mistakes/omissions and can put them right. It could mean the difference between a Grade 5 and a Grade 4!

- **During the exam, put your hand up if:**
 - » You need more paper
 - » You feel ill
 - » You have a particular problem and don't know what to do. You must not ask for (and you will not be given) any help with, or explanation of the questions – this is part of the exam.
- **At the end of the exam stop writing when you are told to.**

Make sure your Name, Exam number and Centre number are on ALL pieces of paper you hand in. If you have used more than one answer booklet and/or loose sheets of paper you must fasten them together with a treasury tag which an invigilator will give you.

- **Exam conditions DO NOT end until you have left the room.**

Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled!

- **You must not leave the exam room until you are told to do so.**

Once you have been dismissed, collect your belongings and leave the room quickly and in silence. **REMEMBER** – other exams may still be continuing in the room. It is not fair to others if you make a noise outside the room.

YOU MUST NOT:

- 1. Become involved in any unfair or dishonest practice in any part of the exam.**

If you are, this will be reported to the exam board. It may mean being disqualified from all your exams – not just the one you were caught in.

- 2. Talk to or disturb other people in any way once the exam has begun.**

If you do so, the same will happen as in No1.

- 3. Take to your seat any unauthorised equipment – for example:**

- Bags, Coats etc. (put them at the back of the room)
- Ordinary pencil cases, Notes etc.
- Calculator cases with formulae or instruction leaflets.
- Mobile phones, Smart watches, Wrist watches, MP3 Players or IPod's or any other Electronic Devices.

- 4. Impersonate another candidate**

This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law.

Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off.

YOU HAVE BEEN WARNED!

WHAT TO DO IF YOU ARE ILL ON THE DAY OF AN EXAM



- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01706 647761) to inform us.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then **sometimes** enable them to adjust the mark and grade accordingly, **although this does not guarantee that this will happen.**
- If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. **In most cases it is better to take the exam if you can.**
- If in doubt – **PHONE THE SCHOOL**
- If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam. **Make sure we have your mobile phone number in case we need to contact you.**

Lateness

- Please always be on time for your exams. Depending on how late you are, the exam boards would have to be notified and they may not accept your paper. However, if you are unavoidably running late please get to school as soon as possible and always inform school that you are on the way and why you are late.

EXAM CHECK LIST



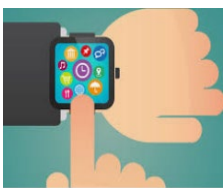
Aim to arrive at school 20 minutes prior to the start of an exam **AT THE LATEST**. It is much better to leave yourself plenty of time in case of problems with the journey.



When taking exams, bags, coats and mobile phones should be left in the designated areas. Because of this, it is recommended that you do not bring valuables with you to the exam.



Phones – **Students must not have mobile phones in their possession**. If a device is found on you **either turned on or off**, the exam boards will be notified and you may be disqualified from that paper and any subsequent exams/qualifications.



Smart watches and **ANY other wrist watches** are forbidden in exams and they must be handed in or stored in your bag along with your mobile phone. If the Exams inspector comes into school and notices you are wearing a watch your paper will be disqualified.



Also you should not have notes, MP3 players etc in your possession – they should be given in as you enter the exam room.



You should bring with you the correct equipment needed to do your exams as these will not necessarily be provided in the exam room. Only clear pencil cases are allowed on your desk, any others should be left in your bag. Black ink only but **Do not use gel pens.**



In an exam where you have the use of a calculator; please ensure the case/cover of your calculator does not have any printed formulae or instructions and that you have cleared anything stored in the memory. Please place any case/covers under your desk.

Sshh!

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



You should wear your **full uniform** for all your exams.



No food is allowed in the exam hall. If you have a special requirement – please see the Exams Officer before the exams.



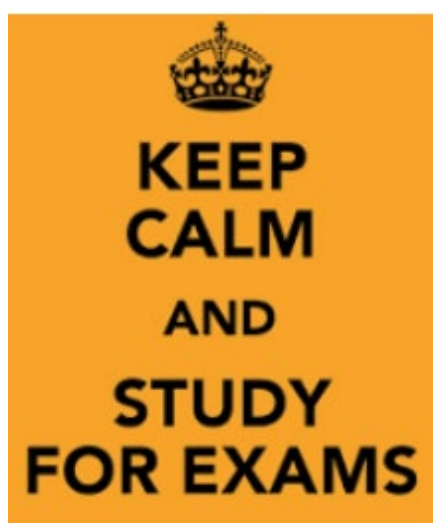
Water bottles only are allowed in the exam hall. These should be clear bottles with all labels removed and a spill-proof cap.

Revision Tips

- 1. Come equipped** – If a plumber turns up to mend my radiator without a spanner, I know they are not going to do a good job! The same applies to revision! Basics are – stationary, calculator, flash cards, highlighters, post-it notes, pad of paper, revision guides, past papers, water bottle, healthy snacks.
- 2. Have a space to revise** – Most people work best if they know that are in their working environment – we don't go to the cinema to revise. Use a quiet space, ensure all your equipment is there and when you sit there it is your place of work.
- 3. Flight mode** – For the periods you are revising turn your phone to flight mode! It may seem hard at first but once you have done it 3 or 4 times it will become normal and soon become a habit. You will also soon realise you are not missing out on much!
- 4. Nothing is achieved without a plan** – Things rarely happen by chance, there has to be a plan in place to ensure it happens and the same is true of revision. You have been provided with a revision timetable keep a copy in your study area and a copy for your parent/carer to put on display. Tick off as you go along so you can see the time you have put in.
- 5. Know what you need to know** – Ensure you have links to all the specifications of the examinations you are taking. Your teacher can help you to find these. Use them as a checklist to see exactly what it is you should know for your exams.
- 6. Practice, Practice, Practice** – Past or practice papers. Get in to a routine of completing the papers in timed, exam conditions. Marking it or getting someone to mark it. Highlighting areas or topics that need revising. Spend the following session revising these areas or ask your teacher to go over it. Do-mark-Identify-Revise.
- 7. Flash cards** – You can buy pre-filled cards or make your own and they can be used in conjunction with past papers and revision questions. Once you have identified an area that needs more work use the cards to memorise and learn the specific area.

8. **Spaced Learning** – Don't do 3 hours long stretches of revision, it just doesn't stay in your head! Break it down in to chunks, have a break and then go again. Use the breaks in between to catch up on your phone, have a snack or go for a walk.
9. **Interleaving** – Mix up the topics and subjects you do on your revision timetable, spending a long time on one thing often gives us the impression that we have mastered it but upon returning to it, we have forgotten it. Interleaving means returning to topics and subjects more often, increasing the chances of it "sticking".
10. **Team work** – Revision doesn't have to be a sole pursuit! It is a great idea to break up study days by visiting a friend's house and a group of you working together, testing each other, using other resources and marking each others' work.

And Finally, 'do the hard work!' – revision shouldn't be easy. Don't just re-read and highlight revision guides and specifications. To remember and progress you need to be pushing yourself and putting in the hard work. Imagine training for a marathon, it takes hard work and effort, this should be the same when preparing for your examinations!



FREQUENTLY ASKED QUESTIONS

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

It will be indicated on the timetable if there is a clash of exams, with details of which exam to sit first and the start time of the following exam. If you have any questions then consult the Exams Officer immediately.

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 an invigilator immediately as mistakes cannot be rectified after the exam.

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

This depends on how late you are. 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** the exam room without permission once an exam has started. It may not be possible to allow you extra time if you start the exam late. Depending on the length of the exam and how late you are the school may have to inform the exam board and it is possible that they may not accept your work.

Q. If I miss the examination can I take it another day?

No. Timetables are regulated by the exam boards and you must attend on the given dates and times.

AFTER THE EXAMS HAVE ENDED

How do I find out my results?

There are two ways of doing this:

- ❖ **Results will be available from school on Thursday 25th August, 2022, collection time to be confirmed.** Your results will be printed on school letterheaded paper listing all your subjects, the exam boards and results. If someone is collecting on your behalf they must bring a letter signed by you giving them permission to obtain them.
- ❖ **If you cannot collect them on the day we can post them to you, but you must leave a stamped self-addressed envelope with the Exams Officer before you leave school after your last exam in June.**

How do I get my exam certificates?

These will not arrive in school until around November/December 2022.

Once they have been received and are ready to be distributed we will let you know how they will be given out/collected.

Warning to Candidates

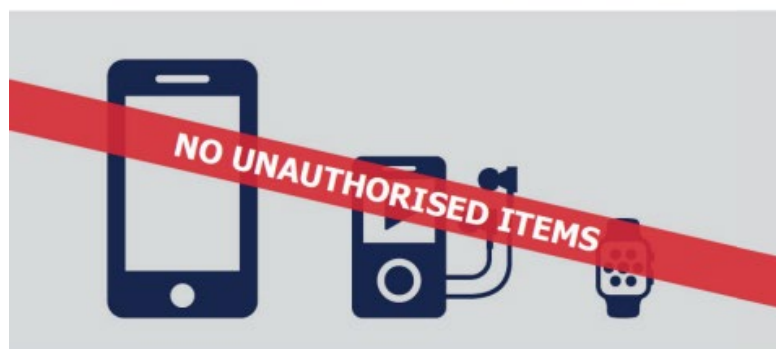
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.

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NO MOBILE PHONES WATCHES 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.

**Information for candidates
Using social media and examinations/assessments**



This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Calculators Rules

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.