



SHOEBURYNESSE HIGH SCHOOL

GUIDANCE FOR STUDENTS & PARENTS

EXAMINATIONS SUMMER 2024

Centre No: 16627

Candidate Name:

Candidate No:

**Registration
Group:**

**Shoeburyness High School
Caulfield Road
Shoeburyness
Essex
SS3 9LL**

**Telephone : 01702 292286 (Exams Office ext 3033)
www.shoeburyness.secat.co.uk**

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INTRODUCTION

It is the aim of Shoeburyness 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 examination boards) set down strict criteria which must be followed for the conduct of examinations and Shoeburyness High School is required to follow them precisely. You should therefore, pay particular attention to the JCQ notices printed at the back of the booklet.

Some of the questions you may have are answered at the back of this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

CONTACT INFORMATION

For any enquiries regarding examinations please contact the Examinations Officer:

Mrs Jane Day, Shoeburyness High School,
Shoeburyness, Southend on Sea, Essex SS3 9LL

Telephone: 01702 292286 ext 3033

Email: jday@shoeburyness.secat.co.uk

Exam boards' websites for general information:

AQA www.aqa.org.uk

Pearson www.pearson.com

OCR www.ocr.org.uk

RSL www.rslawards.com

WJEC www.wjec.co.uk

Shoeburyness High
School www.shoeburyness.secat.co.uk



BEFORE THE EXAMINATIONS

INDIVIDUAL CANDIDATE TIMETABLE:

- All Candidates receive an *Individual Candidate Timetable* from school indicating the subjects they are being entered for in chronological order. It shows the level of entry, date, time and length of exam. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Candidate entries will also be available to view via Bromcom.
- Please also check all the personal details are correct i.e. name spelt correctly, date of birth correct. Please note that examination entries and certificates issued post results will show candidates LEGAL FORENAME & LEGAL SURNAME.

EXAMINATION BOARDS

- The school uses the following Examination Boards:
AQA, PEARSON, NCFE, OCR, RSL and WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of (Legal) First Name + (Legal) Surname
e.g. Christopher Jones.

EXAM NUMBER:

- Each candidate has a four-digit exam number. This is the number you will enter on all examination papers. It will appear on seating plans displayed outside each exam venue. Fill in your exam number on the front of this booklet – it is also shown on the top of your Individual Candidate Timetable.
Please learn it and remember it.

UNIQUE CANDIDATE IDENTIFIER (UCI):

- 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 (16627) 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.

TIMETABLES

- A copy of the school's GCSE timetable for 2023 is included at the back of this booklet. You will also receive an individual timetable showing your personal examinations with details of date, time, and duration of exam. Check it carefully - If you think something is wrong or don't understand something see Mrs Day in the Exams Office immediately.
- A few candidates may have a clash where two 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 Mrs Day if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Day immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you, home or mobile, so we are able to contact you if necessary.

EQUIPMENT

- Make sure you have **all** the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the JCQ notices "*Information for candidates*" & "*Warning to Candidates*" which are issued jointly by all the Examining Boards, are printed at the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all subjects**. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time in the correct venue, properly dressed and equipped. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside the exam venue until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer immediately after the exam. (see ABSENCE FROM EXAMINATIONS).
- Bags, coats and books must be left at the back of the exam room. No outdoor clothes (ie hats, gloves, scarves etc) may be worn at exam desk.
- **Full School Uniform** must be worn by all students attending school for examinations. Normal school rules apply to wearing of jewellery and make-up.
- **MOBILE PHONES AND ALL WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic/web enabled communication or storage device **including Smart Phones/Watches**) 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. **No exceptions** can be made.
- All items of equipment, pens, 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.
- Pens **MUST** be **black** ink or biro. No correction pens or gel pens are allowed. Highlighters **may not** be used on answer sheets; however they can be used to highlight key points/words in the questions.
- 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.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- A bottle of water with the label removed (**no** fruit juices/fizzy drinks) is allowed but no food is to be brought into the examination rooms.
- Remember to visit the toilet before the start of the exam – toilet breaks will be discouraged as it can cause disruption to all candidates in the exam venue. However, if you do need to visit the toilet raise your hand and wait for an invigilator to accompany you.

- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- 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
- Check you have the correct question paper – check the subject, paper and tier of entry. **If in any doubt please ask a member of staff.**
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). This means, for morning exams, that if your exam finishes before 10:00am you will be supervised until 10:00am.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order ensuring each is named and numbered.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- 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.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you in any way or read/explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and be seen by a member of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

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

Notify attendance on 01702 292286

- 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. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 15% of the examination (including controlled assessments) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.



LATENESS

Phone the school as soon as you realise there is a problem.

- Students who arrive more than an hour after the start of the examination will not normally be allowed to take the exam unless there are exceptional circumstances.
- A report then must be submitted to the examination board for their consideration and the **work may not be accepted.**
- Students will not automatically be given extra time for lateness.



POST EXAM INFORMATION

RESULTS DAY

GCSE RESULTS DAY
THURSDAY 22nd AUGUST 2024
9:00am –10.30am

- Results will be available for collection from school on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- If you are on holiday results can be posted home if a **stamped addressed envelope** is handed in to the Exams Office **prior** to Results Day.
- No results will be given out by telephone or emailed under any circumstances.

POST RESULTS SERVICES

In accordance with the procedures laid down by the examination boards, SHS provides staff and students with the facility to request particular services following the publication of results. Such requests must be made through the exams office; individuals will not be able to request this service directly from the examination boards. Full details will be published with your exam results information.



CERTIFICATES

- Certificates are received in centre during the November after results day. Once received all leavers will be notified on the procedure for collection from school office. Arrangements are available to pay £3 to cover cost of postage so certificates can be sent to you once received in school.
- Students who return to Year 12 will be issued with their certificates during form time in November.
- Shoeburyness High School is only obliged to keep certificates for a period of one year after issue after which time they *may* be destroyed so students are urged to collect their certificates as soon as possible. If candidates lose their certificates they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.



FREQUENTLY ASKED QUESTIONS



Q. Why do I need to check the details on my Individual Candidate Timetable?

- The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future.
- You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

- The school is given permission from the Examination Boards to re-schedule papers (only on the same day) where there is a clash of subjects in one session (over 3 hours in length). 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. 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 you think you have a clash of examinations you must consult the Examinations Officer.

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

- Some students receive an allowance of up to 25% extra time. These candidates will be accommodated away from the main venue where they will be able to use their extra time if needed.

Q. I am entitled to a reader and/or scribe – how will this affect the way I take my exams?

- Some students are allowed the use of a reader and/or scribe or other access arrangement. These candidates will be accommodated away from the main venue in smaller rooms where they will have the assistance of a reader and/or scribe as approved by the awarding bodies.

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

- Your candidate number is on your personalised timetable, and it is displayed outside the Exams Office. It should also be displayed in your tutor base but if you are still unsure ask Mrs Day in the Exams Office.

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

- The Centre Number is **16627**. This is shown on the front of this booklet and will be clearly displayed in the examination rooms.

Q. Do I have to wear school uniform?

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

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 assistance 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).

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

- All decisions are at the centres discretion and are based on each case presented. Normally provided you are not more than half an hour late, it **may** still be possible for you to sit the examination. 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. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time (ie 9.30am/2.00pm) the school must inform the exam board and it is possible that the Board 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. Under **no** circumstances can exams be re-arranged for other days. Timetables are regulated by the exam boards and you must attend on the published date and time.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 **black** pens.
- 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 (not gel pens). Please check with your subject teacher prior to the examination for exact details of equipment required.
- Highlighters may only be used in the question booklet, **not in** your answer booklet.
- Equipment must be in a see through pencil case or bag.
- You are responsible for providing your own equipment for examinations. You **must not** attempt to borrow equipment from another candidate during the examination.

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

- Only material that is listed on question papers (e.g. an anthology/formulae book) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats, and any other items not permitted under examination regulations, must be left at the back of the room as instructed on entering the venue. Do not bring any valuables into school with you when you attend for an examination.
- Only a plastic bottle of water (label removed) is allowed into the exam room but must be kept on the floor.
- Mobile telephones/electronic/web enabled devices **must not** be brought into the exam room even if they are turned off.

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, i.e. i-pod/mp3/mp4 players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

ALL incidents are reported to the exam boards. Penalties imposed by the exam boards range from loss of marks gained in a unit to **total** disqualification from all qualifications taken in that series.

Q. What do I do if I think I have the wrong exam paper?

- You will be asked to check you have the correct paper at the beginning of the exam. If you think something is wrong **put your hand up immediately** and inform a member of staff/invigilator.

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'. It will also be shown on the front of your exam paper. You will be told when to start and the finish time of the exam will be written on a board at the front of the exam room. There will be a clock in all examination rooms.

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 the exam officer if you felt ill before or during an exam and you feel this may have affected your performance.

Q. Can I leave the exam early?

- No. All candidates must stay for the full duration of the examination.

Q. What is an Appeal for Special Consideration?

- Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination. No feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course.

The Examination 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 the fire alarm goes?

- Don't Panic!! 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. Once you are allowed back into the room you will be allowed the full time to complete your exam.

GOOD LUCK!!!



PREPARING FOR EXAMS

A guide for students



Most of you will be sitting an exam for the first time, for others you might not have sat one for a while. Exams can be an anxious time but a great way to cope with them is to plan and prepare in advance.

PREPARING FOR YOUR EXAMS

Understanding exam rules

- Always follow the instructions and guidance issued by your school/college and the invigilator (*tip*: invigilators are the people in exam rooms responsible for conducting examinations in the presence of candidates).
- Read the Joint Council for Qualifications (JCQ) [candidate information for written examinations](#), as this contains information to help you prepare for exam day.
- If you're in any doubt or have any questions about what you can or can't take into the exam hall, speak to your teacher or your exams officer.

Here are our *top tips*:

1. Understand your exam timetable

- Make a note of the important dates, whether your exams taking place in the morning or the afternoon and your seat number. Highlighting all the exams you're expecting to sit can help. If you're missing any or think something is incorrect, speak to your teacher.
- Don't forget to keep your timetable somewhere safe. Screenshot it or pop it in your locker.

2. Create an action plan a.k.a. a revision schedule

- Use your timetable as a guide.
- Be realistic and plan for breaks to avoid stress or burn-out.
- Check out our handy guide on '[How to manage your time](#)'.
- There are lots of online planners that you can download for free.

3. Start revising

- Find a revision style that works for you. It might be different from what your friends are doing, and that's ok! We've got lots of advice on our [tips for successful revision](#) webpage, but here are some ideas to get you started:
- Mind maps – a useful way of visualising lots of information.
- Flash cards – ideal for testing yourself.
- Quizzes – great to test topic areas.
- Teach-talk – teaching and talking it through with someone else can be an effective way to learn.
- Complete some [past papers](#) to practise answering the questions.
- Don't worry, procrastination can happen ... here's our tips on '[How to beat procrastination](#)'.

4. Look after yourself

- It's ok to ask for help – if you feel overwhelmed, speak to a friend, family member or teacher. Here are some tips about [managing exam stress](#).



EXAM DAY – YOU’VE GOT THIS

Before the exam starts

- Pack everything you need the night before (this might include black pens, pencils, erasers) and try to get a good night’s rest.
- Fuel up with breakfast, including a drink. Remember to check in advance with your school or college if you’re allowed to take a water bottle in with you.
- Aim to arrive at least ten minutes before it starts. If you’re going to be delayed, be sure to phone your school or college immediately.



Exam guidelines

- Watches and electronic devices (including smart watches, mobile phones, tablets, iPods, wireless earphones, electronic dictionaries) must **not** be taken into the exam room. They must be left at home or in your locker.
- You may use a calculator unless you’re told otherwise.
- Only take into the exam room the equipment which you’ll need for the exam, in a clear pencil case.
- You must write in black ink. Coloured pencils can only be used for drawings, charts and rough notes.
- For more information, be sure to read the JCQ’s [candidate information for written examinations](#).



During the exam

- Always listen to the invigilator and follow their instructions.
- You must not talk in the exam room. If you have a question, raise your hand and wait for the invigilator to come to you.
- When you’re given your exam paper make sure to check it’s the correct title, subject and level.
- The invigilator will tell you when you can start writing.
- When told to start, breathe and take your time to read and understand the instructions on the question paper and/or the answer booklet.
- Take your time to read each question carefully before answering.
- Look out for command words – for example: analyse, compare, describe, explain – these will help you determine what is being asked.
- Use the allocated marks as a rough guideline for how much time to spend on each answer.
- If you can’t answer a question, move onto the next and come back to it later.
- Allow time to check your work before the end.
- The invigilator will tell you when the exam is finished.



AFTER EXAMS

Hooray! You've finished and hopefully you'll feel a sense of relief. Talk to your teacher if you have a concern about something in your exam but do try to take some time out to relax. We've answered some of your most popular post-exam queries. There are also options after you get your results.

2024 results days

15 August – A Levels, Cambridge Technicals and other Level 3 qualifications

22 August – GCSEs, Cambridge Nationals and other Level 2 qualifications



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

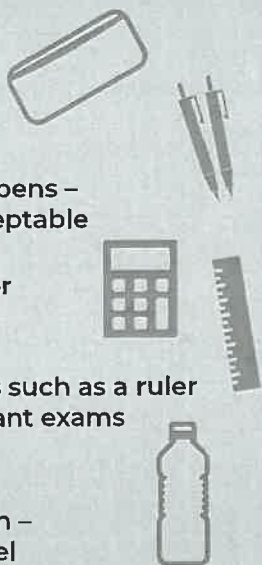
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



HOW TO MANAGE YOUR TIME

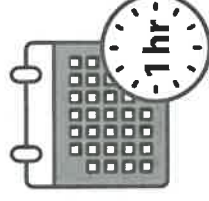
Think about how you spend your time at the moment to see how you are using (and wasting!) it.

- Watch a [four-minute video](#) from Wellcast
- Free online tool: [Toggl](#)
- Free iPad app: [ATracker](#)
- Free Android app: [aTimeLogger](#)



Divide your week into hour-long slots and colour-code them according to what you do, e.g.

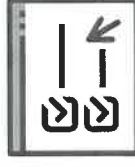
- Sleeping
- Eating
- Commuting
- Lectures
- Socialising
- Hobbies



Highlight the remaining slots for study. It is a good idea to have extra slots that you can use to catch up if you fall behind or if something affects your regular study schedule.

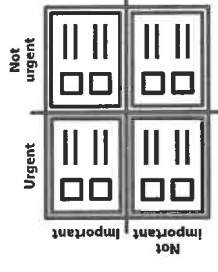
Break tasks into smaller chunks. Allocate time for each task and work out what order you need to do them in. It helps to work backwards from your deadline to see when you should start and finish each chunk.

- Try the free [goal trainer tool](#)
- For help with managing the stages of written assignments, try the [ASK assignment calculator](#)

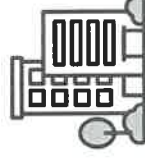


Group tasks according to how urgent and important they are. You might find a priority matrix helpful for this.

- Here's a good explanation of [how to prioritise your tasks](#)
- Free iPad app: [Focus Matrix](#)



Be realistic – check how much independent study you are supposed to be doing on your course. And make sure you allow time for relaxation, exercise and sleep.



Effective time management is all about being realistic about how much time you have and how long jobs will take.

You'll also need to prioritise your tasks and break more complex ones down into simpler stages.





Joint Council for
Qualifications ^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 2024

Produced on behalf of:



©JCQ^{CIC} 2023

**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) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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 have a watch, the invigilator will ask you to hand it to them.
- 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework 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.

In some subjects you will have 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – 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, p29).

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://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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'.

When producing a piece of work, 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, p29.

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://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, 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.



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.

GCSE & L2 QUALIFICATIONS TIMETABLE (YEAR 11) - SUMMER 2024

Please check the start time and venue for each exam carefully.
You should be lined up outside the exam room at least 10 minutes before the start time.

BTEC SET TASKS/EXAMS (A) Thursday 2nd May ONLY

AM			L U N C H	PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Thursday 2nd May				Gym	BTEC DIT BIT03 1hr 30

WEEK 0 (B) Thursday 9th May - Friday 10th May 2024

AM			L U N C H	PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Thursday 9th May	Sports Hall	BTEC Sport BSP03 1hr 30 GCSE RE 8062 (11&13) 1hr 45			
Friday 10th May	Sports Hall	GCSE Biology 1B10/1H 1hr 45 GCSE Science 1SC0/1B (F/H) 1hr 10		Sports Hall	GCSE Sociology 8192/1 1hr 45

WEEK 1 (A) Monday 13th May - Friday 17th May 2024

AM			L U N C H	PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Monday 13th May	Sports Hall	GCSE English Literature 1ET0/01 1hr 45			
Tuesday 14th May	Language Rooms	GCSE French Listening F/H 35m/45m GCSE French Reading F/H 45m/1hr		Sports Hall	GCSE Business 1BS0/01 1hr 45 GCSE Film Studies C670/1 1hr 30
Wednesday 15th May	Sports Hall	GCSE History 8145/P1 (Opt B/D) 2hrs			
Thursday 16th May	Sports Hall	GCSE Maths 1MA1/1 (F/H) 1hr 30 Non Calculator		Sports Hall	GCSE RE 8062/2A 1hr 45
Friday 17th May	Sports Hall	GCSE Chemistry 1CH0/1H 1hr 45 GCSE Science 1SC0/1C (F/H) 1hr 10		Sports Hall	GCSE Geography 1GA0/01 1hr 30

WEEK 2 (B) Monday 20th May - Friday 24th May 2024

AM			L U N C H	PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Monday 20th May	Sports Hall	GCSE English Literature 1ET0/02 2hrs 15			
Tuesday 21st May				Sports Hall	GCSE Sociology 8192/2 1hr 45 Cam Nat Child Development Ros7 1hr 15
Wednesday 22nd May	Sports Hall	GCSE Physics 1PH0/1H 1hr 45 GCSE Science 1SC0/1P (F/H) 1hr 10		Sports Hall	GCSE PE J587/01 1hr
Thursday 23rd May	Sports Hall	GCSE English Language 1EN0/01 1hr 45		Sports Hall	GCSE Film Studies C670/1 1hr 30
Friday 24th May	Sports Hall	GCSE French Writing F/H 1hr/1hr 15			

HALF-TERM HOLIDAY MONDAY 27th MAY - FRIDAY 31st MAY 2024

PTO

WEEK 3 (A) Monday 3rd June - Friday 7th June 2024

AM				PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Monday 3rd June	Sports Hall	GCSE Maths 1MA2F/H (Calculator) 1hr 30	L U N C H	Sports Hall	GCSE PE J587/02 1hr
DATE	VENUE	8:30 START		VENUE	1:20 START
Tuesday 4th June	Sports Hall	NCFE Health & Fitness 1hr 30		Sports Hall	GCSE History 8145/P2 (Opt A/C) 2hrs
	Language Rooms	GCSE Spanish Listening F/H 35m/45m GCSE Spanish Reading F/H 45m/1hr			
DATE	VENUE	8:30 START		VENUE	1:20 START
Wednesday 5th June	Sports Hall	GCSE Geography 1GA0/02 1hr 30		Sports Hall	GCSE Business 1BS0/02 1hr 45 Cam Nat Health & SC R032/01 1hr 15
DATE	VENUE	8:30 START		VENUE	1:20 START
Thursday 6th June	Sports Hall	GCSE English Language 1EN0/02 2hrs 5		n/a	CONTINGENCY SESSION
DATE	VENUE	8:30 START		VENUE	1:20 START
Friday 7th June				Sports Hall	GCSE Biology 1B0/2H 1hr 45 GCSE Science 1SC0/2B (F/H) 1hr 10

WEEK 4 (B) Monday 10th June - Friday 14th June 2024

AM				PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Monday 10th June	Sports Hall	GCSE Maths 1MA3F/H (Calculator) 1hr 30	L U N C H	Sports Hall	GCSE Spanish Writing F/H 1hr/1hr15
DATE	VENUE	8:45 START		VENUE	1:20 START
Tuesday 11th June	Sports Hall	GCSE Chemistry 1CH0/2H 1hr 45 GCSE Science 1SC0/2C (F/H) 1hr 10			
	DATE	VENUE		VENUE	1:20 START
Wednesday 12th June					
DATE	VENUE	8:30 START		VENUE	1:20 START
Thursday 13th June				n/a	CONTINGENCY SESSION
DATE	VENUE	8:30 START		VENUE	1:20 START
Friday 14th June	Sports Hall	GCSE Geography 1GA0/03 1hr 30		Sports Hall	GCSE Physics 1PH0/2H 1hr 45 GCSE Science 1SC0/2P (F/H) 1hr 10

WEEK 5 (A) Monday 17th June - Friday 21st June 2024

AM				PM	
DATE	VENUE	8:30 START		VENUE	1:20 START
Monday 17th June			L U N C H	MU4	GCSE Music J536/05 1hr 30
DATE	VENUE	8:30 START		VENUE	1:20 START
Tuesday 18th June					
DATE	VENUE	8:30 START		VENUE	1:20 START
Wednesday 19th June	Sports Hall	GCSE Food Prep C560/01 1hr 45			
DATE	VENUE	8:30 START		VENUE	1:20 START
Thursday 20th June	Sports Hall	GCSE Hosp & Catering 5409/UB 1hr 20			
DATE	VENUE	8:30 START		VENUE	1:20 START
Friday 21st June					

DATE	VENUE	8:30 START	VENUE	1:20 START
Wednesday 26th June	N/A	CANDIDATES MUST REMAIN AVAILABLE UNTIL THIS DAY Contingency day for GCSE and GCE examinations should sustained national or local disruption arise during the June 2024 examination series. (Also applies to afternoons of 6th June and 13th June 2024)		

Centre-Timetabled Components

Dates

GCSE Art & Design ESA	Monday 22/Tuesday 23 April 2024
GCSE Design & Tech (Graphics/Textiles/3D Design)	Wednesday 24/Thursday 25 April 2024
(8658F/H) GCSE French: Speaking	2 April - 17 May 2024
(8698F/H) GCSE Spanish: Speaking	2 April - 17 May 2024
(J587/04) GCSE PE: Practical Performance	TBC

GCSE/L2 RESULTS = THURSDAY 22nd AUGUST 2024