

Year 11 Examinations

A guide for Students and Parents

2023/2024

INSTRUCTIONS TO CANDIDATES

Introduction

This booklet is to provide you and your parents with some information and to hopefully any answer questions that you may have about the examination regulations and procedures.

You will have experience of sitting mock examinations, and it is hoped that this will have enabled you to familiarise yourself with the examination regulations and procedures.

The Awarding Bodies (or Examination Boards) under the guidance of the JCQ (Joint Council for Qualifications), set down strict criteria that must be followed for the conduct of your forthcoming exams to be sat at Weston Secondary School.

Notices to Candidates issued jointly by the Examination Boards are at the back of this booklet. You should read these carefully. Please 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 the regulations to the Awarding Body.

If there is anything within this booklet you do not understand, or you still have questions once you have read this booklet, please ask either your tutor or subject teacher or come to see the Exams Officer in the main school office.

Finally, all the staff and I would like to wish you the best of luck with your examinations and for the future.

Exams Officer

BEFORE THE EXAMS BEGIN

Revision & Exam Entries

What will make the biggest difference to a pupil's results?

- Create a revision timetable.
- Attendance and concentration in all lessons.
- Use the revision resources on show my homework
- Ask teachers for help.

What are good methods of revision?

- Working through past exam papers
- Using resources such as revision guides, notes and extra questions provided
- Key words
- Spider diagrams
- Mind maps
- Flow charts
- Revision cards
- BBC Bitesize
- Recommendations from teachers

When will the exams take place?

- Written exams begin on 7th May 2024
- Practical exams such as Drama, Dance & Food and Nutrition will take place prior to 7th May
- MFL speaking exams will also begin during May 2024

Whose responsibility is it that pupils attend the correct exam?

- It is the individual pupil's responsibility
- All details on your individual timetable must be thoroughly checked, including the spelling of names, date of birth as this will determine the information shown on the GCSE certificates.

You will receive a copy of the GCSE timetable and your individual timetable showing your own specific examinations. Your individual timetable will provide you with the date, time, and duration of the exams. **IT IS IMPORTANT THAT YOU CHECK YOUR TIMETABLE CAREFULLY.** If you think that something is wrong or incorrect, or you have two or more exams scheduled at the same time please go to the main office and ask for the Exams Officer.

Please make sure you read your timetable carefully and ensure that you arrive at school on the correct day and on time. (8:30 AM and 12:30 PM)

If you lose your exam timetable, please visit the main office to obtain another copy.

Your Candidate Details

All entries for your exams will use your legal name. When you are instructed to complete the front of the exam paper, please ensure you write your legal surname and first name. You will also need to sign the front of the exam paper where it says candidate signature.

A unique, four-digit candidate number will be allocated to you, and this is the number that you will write on your exam papers. Please learn it.

Equipment

All pupils should be fully aware of what equipment they require, they must only bring in the essential equipment for the exams, this will include:

Calculator
Ruler
Black pens
Pencils
Protractors
Compass



Stationery should be in **a clear pencil case or plastic bag**. Please bring your own natural display calculator and clear anything stored in the memory. Calculator cases or covers **must not** be taken into the exam room.

Pens should be **black ink** and not gel pens. You are not permitted to use correcting pens, tippex or tape or erasable pens. Highlighters must not be used in your answers, however, can be used on your question paper.

You must not borrow anything from another candidate during an exam. If you find that you are missing any equipment required for your exam please speak to an invigilator.

Calculators

For Mathematics and Science exams, it is the candidates' responsibility for making sure that their calculators meet the awarding bodies' regulations. If in doubt, check with your teacher. The regulations about using calculators are set out in the table below: -

Calculators must be:	Calculators must not be:
<ul style="list-style-type: none">• of a size suitable for use on the desk• either battery or solar power• free of lids, cases and covers which have printed instructions or formulas	<p>be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none">• language translators• symbolic algebra manipulation• symbolic differentiation or integration• communication with any other machines or the internet• be borrowed from another candidate during an examination for any reason

	<ul style="list-style-type: none"> • have retrievable information stored in them – this includes: <ul style="list-style-type: none"> • databanks • dictionaries • mathematical formulas • text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculators power supply • the calculators working condition • clearing anything stored in the calculator 	

Food and Drink

You may take a **transparent water bottle** with the label removed into the exam, it should not have any tint of colour or contain any branding or writing. We do not permit any squashes or other drinks.

You cannot bring food into the exam room.

Arriving for Your Exam

You should wear full School Uniform when sitting an examination.

Examinations will begin at 08.50 am and 1.00 pm unless you told otherwise. Please be aware that there may be occasions where the PM exams will run past the end of the school day.

You must arrive 30 minutes prior to the start of the examination and line up on the hard courts where a member of school senior management will line you up in candidate order (by tier if required), and this is how you will be sat in the exam hall.

All pupils with access arrangements will be advised of rooming arrangements in advance of their examinations.

Once you have been requested to do so, enter the exam room in silence. Candidates are under exam conditions from the moment they enter the room until they are dismissed and outside the exam room.

You must listen to and follow the instructions of the invigilators and **MUST NOT** communicate in any way with other candidates. Candidates must put their hand up should they require anything.

Any bags, coats, or personal belongings, including mobile phones, iPods, smart watches, Bluetooth earphones (earpods etc), MP3/4 players and any notes you have made must not be taken into the examination room. No coats can be taken into the exam room. All personal belongings must be left in the bag store. This will be locked during the exam and access will be given to student once the exam has finished.

PLEASE NOTE: - Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification from your examination and overall qualifications.

Writing of any description on yourself such as your hand/arm/leg or equipment is also forbidden.

Seating Plan

Seating plans for all exam venues will be held by the member of Senior Management who is lining you up ready to enter the exam room. A copy will also be available in the venue. You will be informed what your seat number will be i.e. A4, B6 etc. Candidates will be seated in rows. You will find your candidate card displaying your photograph, candidate number and the school's Centre number on your desk. **(This must remain on your desk face up.)**

An invigilator will guide you to your seat should you require assistance. There may be more than one exam taking place at the same time therefore it is important that you check that you have the correct exam paper. Please ensure you check the paper for the subject, paper, and tier of entry. If you are not sure, please put your hand up to check.

During the Exam

A member of Senior Management or the Lead Invigilator will read out instructions at the start of an exam. You should listen carefully in case there are any notices you need to know.

It is important that you do not start writing until you are instructed to do so. Please do not complete the front of your exam paper until you are advised to do this.

You should read the instructions on the front of the paper and number your answers clearly. If you require assistance, please put your hand up and an invigilator will come to you as soon as they can.

In the event of an emergency, all candidates must follow the instructions of the Lead Invigilator who will follow the School's Emergency Evacuation procedures. You must stop writing and close their exam booklet. If the Lead Invigilator tells you to leave the exam room and to gather at the designated meeting point, you must leave in silence and not communicate with any other candidate in any way whilst the evacuation takes place. Candidates will always remain under exam conditions. Question papers and answer booklets will remain on the desks and the room will be locked.

At the end of an exam

At the end of the exam, an invigilator will collect your exam paper. Please remember to check that you have correctly completed your personal details. Check your name, candidate number, the centre number and where applicable, the exam paper or unit number.

You must remain seated and not communicate in any way with other candidates whilst the papers are being collected and for the duration that you are in the exam hall.

Exam conditions apply until you have left the exam room, you **must leave in silence until you are far away from the exam room**. Other candidates may still be sitting their exam. Please be respectful to them.

GENERAL INFORMATION

Late Arrivals

If you arrive late for an exam, you may be permitted into the exam room up to 60 minutes after the exam start time. However, this is dependent upon the length of the exam. We must report all late arrivals to the Examination Board, and they reserve the right not to accept a candidate's paper. Late arrivals will still be entitled to the full exam time if there is adequate supervision available. Upon arrival, please go directly to the main reception area and ask for the exams officer, please ring the school if you are running late.

Absence from Examinations

You must make every effort to ensure that you attend every exam. If, however, you are unwell or experience other personal difficulties of a serious nature, either you or your parent should inform the school by telephoning 02380 447820 at the earliest opportunity on the day of the exam. The school is unable to act retrospectively.

You may need to obtain medical evidence if we can apply for a special consideration, we will inform you.

If you feel unwell during an exam, you should put your hand up and inform an invigilator.

Should you fail to attend an examination without good reason, a charge may be made to cover the payment of the entry fee. Misreading a timetable is not accepted as a satisfactory explanation of absence. Please make sure you check your timetable. If you mislay your timetable, please go to the main school office where a new copy can be given.

Contingency Planning

In the highly unlikely event that there is national disruption to a day of examinations in summer 2024, as a last resort the affected examinations would be rescheduled. Every effort would be taken to keep the impact to a minimum, it is also possible that there could be more than one timetabled date affected following the disruption, up to and including the contingency afternoons on 6th and 13th June 2024 and contingency day of 26th June 2024.

Candidates must remain available until Wednesday 26th June 2024 should an awarding board need to invoke its contingency plan.

Examination Clashes

Should you identify that you have two or more exams timetabled at the same time, you must see the Exams Officer. Arrangements will be in place to ensure that JCQ exam regulations are followed. This may mean that you will be able to sit your exams one after the other. In certain circumstances, a clash of exams may result in the exams being moved across the morning and afternoon sessions. In these circumstances, it will be necessary for you to be under supervision from the end of the morning exam until the beginning of the afternoon exam. You will, therefore, need to bring a packed lunch and anything you may wish to read. In the event of a late finishing time, arrangements will need to be made for you to get home by you/your family.

On rare occasions there can be exams that clash and are over the total time of 5 hours 30 minutes where you may be required to stay later than the school day. overnight supervision is only to be used as a last resort.

Access Arrangements

Any candidates who require specific arrangements will be aware what is in place for them and where the exams will take place prior to the examinations. The amount of extra time for each exam will be written on the board along with the start and finish time of the exam.

Results

Candidates will be advised in advance of when and how results will be released.

Details both the release and collection of certificates, please note these will not be available until November 2024 at the earliest, will be communicated to you at a later date.

Things to remember in your exam

If you feel you have forgotten everything, it may be just nerves. Take deep breaths to help you stay calm.

Read the instructions — Make sure you know what is expected.

Take your time — Read the questions carefully. If you cannot answer a question, move on to the next question and return to it later. Make sure you check the back of the paper in case there is a question printed on it.

Write in black ink within the designated spaces. Exam papers are electronically scanned they are marked by exam boards this way, so it is important that you do not write outside of the lines. You can put your hand up if you require additional answer booklets.

Use the allocated marks to help you know how much time to spend on a question.

Remember to cross through any work you do not want marked with a single line.

Allow time to check your answers.

Do your best!

JCQ

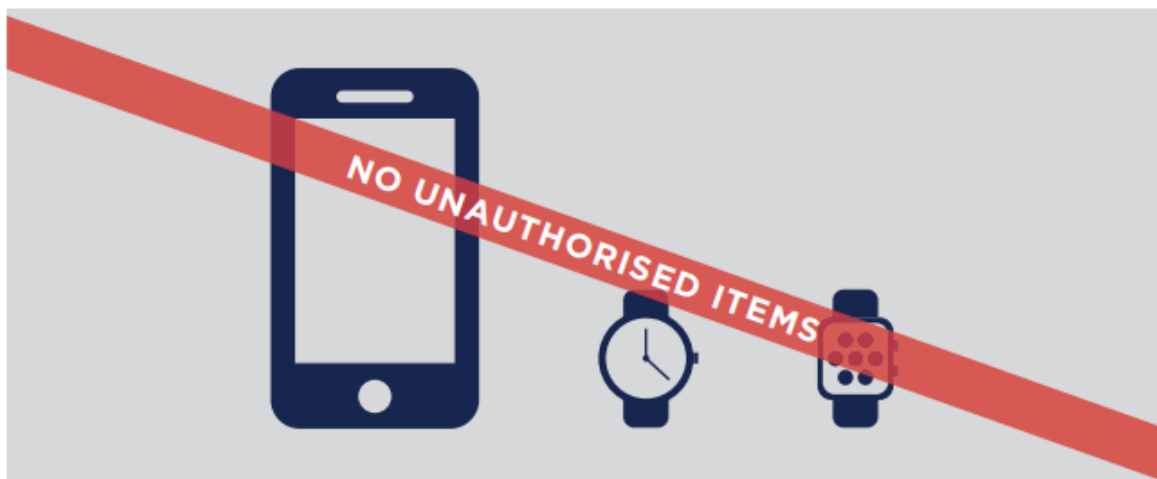
On the following pages, you will see information from JCQ.

The mobile phone poster and Warning to Candidate poster is displayed outside the exam room.

There is also candidate information which you should read covering written exams, social media, coursework and JCQ privacy notice.

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.


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.

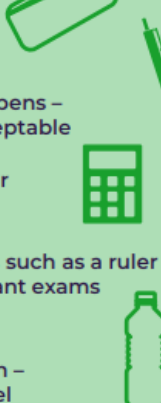
Before sitting your exams, ensure you know:

- 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)
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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
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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.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/sell or share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**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.
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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.
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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.
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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 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.