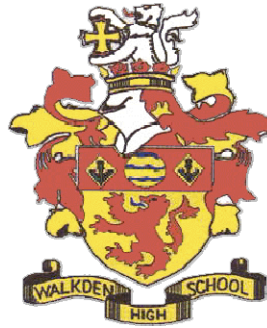


Walkden High School



NOTES FOR CANDIDATES 2010

PLEASE READ CAREFULLY ALL THE INFORMATION
ATTACHED

DO NOT LOSE THIS INFORMATION

IT WILL APPLY FOR EVERY ASSESSMENT
(EXAM or COURSEWORK)

Name:

Form:

GCSE and AS Level Examination 2009 – 2010

Exam times are very important times in your life. For most of you they are the culmination of five years' study in school. The exams you do this year and your results will have a great influence on what you do in the future, so it's important that the exams run as smoothly as possible and you and others are allowed to do your best.

There are a number of rules and regulations for exams that you must be aware of. Most of these **rules are set by the exam boards**, not by the school, but it is our job to enforce them. Make sure you read the accompanying *JCQ Notice to Candidates*.

Absence from Examinations

Every candidate has been given a timetable for the examinations. Please check the dates and times of your examinations carefully and ask if you do not understand. There will always be a timetable for at least 2 weeks ahead on the Exam Notice Board.

Each morning exam will start at **9 a.m.** Each afternoon exam will start at **1 p.m.** You should aim to be outside the exam room **at the very latest** 15 minutes before the exam starts.

It is your responsibility to make sure that you are present on the correct day and at the correct time. Misreading the timetable will not be accepted as a satisfactory explanation for absence. Most of your written exams will take place when you are on study leave so arrive on time and don't forget to wear your full school uniform.

It costs the school about £25 - £35 per subject to enter you. If you miss an exam you will be charged.

Illness – if you miss an exam due to illness, you must telephone school (0161 975 8000) as soon as possible on the morning of the exam and a medical certificate/letter must be obtained **from your doctor** within 48 hours of the exam you missed. A letter from a parent/carer is not acceptable.

Telephone number – if you arrive late for the exam, the awarding body may not accept your exam paper. Make sure we have **up-to-date contact numbers** for you by completing the attached sheet **Contact Details** and handing it in to your form tutor or Mr. Craven in the Exams Office.

Bags, Books, Notes, Valuables

You are not allowed to keep any bags, books or notes with you in the exam room. These should be left at the back of the room, or (if you are on Study Leave) at

home. Please do not bring any valuables. We cannot take responsibility for items lost or stolen.

Mobile Phones, iPods, MP3 Players, Pagers, personal TVs/stereos, etc.

There is a long list of such electronic items that are **not** allowed in the exam room. These include headphones attached to a device or otherwise. The exam boards do not allow any of these items in the exam room. Nor do we have the facility to collect, store, or return these items to you. Therefore you are strongly advised not to bring such items to school.

The penalty for bringing a mobile phone (etc.) into the exam room is as follows:

If a mobile phone or other electronic communication device is found in your possession during an exam, even if it is turned off, the device will be taken from you and a report made to the exam board. No exceptions will be made.

The minimum penalties are as follows:

- 1. Device goes off in the room but not in the candidate's possession – written warning (copy sent to the exam board) and possible loss of marks.**
- 2. Device turned OFF and found on the candidate but no evidence of it being used – loss of marks for that paper.**
- 3. Device turned ON and found on the candidate, whether it has been used or not – disqualification from the entire subject award up to disqualification from all subjects taken.**

Remember, if you receive a text during an exam and you respond to it, you will be disqualified (see 3 above).

Cheating

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam board. Cheating means doing anything that is against the rules in the *Notice to Candidates* and includes:

- ✗** Being in possession of a mobile phone.
- ✗** Using unauthorised aids, such as notes, cards, study guides, etc., even your own **blank** paper.
- ✗** Communicating with other candidates (by talking or otherwise).
- ✗** Copying from other candidates or appearing to.
- ✗** Using a calculator or dictionary when not allowed.

Penalties for cheating can include disqualification from taking **any** exam for up to five years. Ignorance of the *Notice to Candidates* is no defence. That is why one is allocated to every exam candidate. You **MUST** read it.

Equipment

You must provide your own equipment. Having it with you shows you are prepared for the exam and in the correct frame of mind for taking it. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases are not allowed in the exam room. You should bring your equipment in a clear, transparent pencil case or clear plastic (food or freezer) bag.

The following equipment should be brought to every exam:

- ✓ At least 2 pens – one black, the other blue, preferably biros. Not felt-tips.
- ✓ At least 2 HB pencils
- ✓ A ruler, marked with millimetres
- ✓ Pencil sharpener (preferably one that catches shavings).
- ✓ Rubber

For certain exams you will also need the following:

- ✓ Compasses
- ✓ Protractor
- ✓ Calculator – make sure it works properly, clear anything stored in it, remove/leave at home any parts such as cases or lids which have printed instructions or formulas.
- ✓ Coloured pencil crayons, not felt-tips.

You must do any **rough work** in the answer booklet provided. Cross out **neatly** anything you do not wish to have marked. Highlighter pens must not be used in answer booklets but may be used to highlight words in question papers.

Tippex or any other correcting fluid is **not** allowed in any answer booklets. How you present your answers is one part of the communication between you and the examiner. Being neat and tidy will put him/her on your side from the outset.

You are not even allowed **tissues** in an exam. If you have a cold/hay fever you will need to ask the invigilator for a tissue. There are always boxes of these at the front of the exam room.

Conduct/Behaviour in the Exam Room

Every candidate must be dressed in full school uniform and arrive by **8.30 a.m. for a morning exam** and **12.30 p.m. for an afternoon exam**. This is important as question papers and answer booklets can only be given out when candidates are in the room. There are often instructions to be given out so the exam can start on time. Remember that **9 a.m. and 1 p.m. are the starting times**.

The lead invigilator will read out a series of instructions and warnings before starting the exam. You will hear these every time an exam starts but please listen to them.

Once you **enter** the exam room you are under exam conditions. There should be no more talking. You should not talk again until you **leave** the exam, remembering that there may well still be a candidate working who has extra time.

Once seated, keep looking to the front of the exam room. Do not look around or make sideways glances. It doesn't matter where your friend is sitting.

If you need any assistance, put your hand up clearly and wait for an invigilator to come to you.

Once you have entered the exam room, you have to be escorted at all times if you need to leave, i.e. to go to the toilet. Unless you have a doctor's note, you will not be allowed to go to the toilet more than once. Toilet visits disrupt other candidates.

You are not allowed to leave the examination or go home if you finish early and, in any case, not for the first hour of the examination.

Bags and coats should be left at the back of the Sports Hall or in the store area in the Dance Studio. In all other exam rooms, they should be left at the front. Any lucky mascots must be left at home or in your bag. **Remember: Mobile phones, etc., are not allowed in the examination room.**

A **seating plan** and/or **examination register** is published for each exam and placed outside the exam room and near Reception. You **must** sit at the desk allocated to you unless the invigilator instructs you otherwise. Do not move places under any circumstances and only with an invigilator's permission.

There will be a **name card** in most exams on your desk which will be collected in after the start of the exam. This will have your surname and given, or first, name (in that order) along with your own four-digit exam number. You will have to write that number on each exam paper, so learn it by heart or at least check it on your card.

Listen carefully to the instructions given to you.

In some exams you will have to use **black biro** and write within a certain area of the page. This is because many papers are scanned and marked by examiners on a computer. In other exams, a blue biro is fine.

When you have finished, **you must check carefully** as you are bound to have made mistakes. You must not disturb the examination or communicate with other candidates in any way. It is often at this point that a candidate breaks the rules of the examination and is reported to the exam board. Others who are still working have the right to concentrate and not be distracted. At the end of the examination,

the invigilators will collect your exam paper. This has to be handed to the invigilator by you personally. **Absolute silence must be maintained during this time.**

At the conclusion of the examination, you must listen carefully for further instructions and wait to be dismissed.

You will be dismissed from large exams (English, Maths, Science, French, for example) in rows, starting from the back. Collect your belongings from the back and then go immediately. Wait until you are outside the exam room to discuss the paper. This process may take some time for various reasons and you must remember that some candidates may still be working.

Timetable and Exam Entries

Please check your individual timetable carefully and frequently during the exam period. In this pack you will find a yellow *Candidate Checking Sheet*. If there are any mistakes (e.g. spelling of names, date of birth wrong, tier of entry wrong) you must indicate this on the yellow sheet and return it to your form tutor or Mr. Craven.

Mistakes missed at this stage will mean that your certificate is printed incorrectly or, worse still, you have been entered for the wrong exam.

Check the exam date carefully and also if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (i.e. you think you have been withdrawn from a subject) you must tell Mr. Craven immediately. Some exam dates for MFL orals will be announced nearer the time.

If you misread your timetable, no extra time will be allowed. You cannot guarantee that someone from school will contact you or call to collect you and bring you in.

Clash candidates will be informed well in advance of their exam clash of which exam to take first. There is always at least one exam clash every year.

You are responsible for checking your own exam timetable.

If you lose your timetable, ask Mr. Craven for a new one.

Drinks and Food

You are allowed to take into the exam room a drink of still water (not fizzy) in a clear plastic – preferably sports - bottle with the label removed. Chewing gum and any other type of food is not allowed. You will not be allowed to leave the exam room to re-fill a bottle of water and invigilators do not have the time to do this.

Certificates and Result Slips

Result slips are issued on Results Day and are provisional. In some cases, your result for a subject may go up. Certificates are issued at Presentation Evening in

November 2010 or by Mr. Craven from the first Monday afterwards. Slips and certificates give a grade A* (or just *) down to G or U at GCSE. At AS level the results are A to E. Results for BTEC are more complicated and you will receive further information about these.

Coursework

Coursework is an integral part to most exam courses. There are strict rules about coursework being your own and that you have not copied from someone else or allowed them to copy from you. A separate *Notice to Candidates: Coursework Assessments* is published with this document. You will also need to complete a **Candidate Declaration** which your subject teacher will issue you in due course.

The exam boards return coursework after a moderator has assessed it. However, it will remain locked up by your subject teacher until roughly October half-term 2010. Please do not attempt to collect it until then.

Exam Regulations

It is **YOUR RESPONSIBILITY** to read, understand and follow the JCQ's *Notice to Candidates*. A copy is at the back of this booklet. A larger copy will be displayed outside every exam room, along with a *Warning to Candidates* poster. Anyone who has already taken an external exam in Year 10 or Year 11 (such as Modular Science) will have a copy of the *Notice to Candidates*.

**If there is anything you don't understand,
ask Mr. Craven or one of your teachers for help.**

Special Consideration

Special consideration only applies **after** an examination has taken place. It is something the school can apply for if something has **seriously** affected your performance on the day of that exam. Being upset because you can't answer the paper would not be taken into consideration.

Examples of acceptable reasons for an application are:

A family bereavement, severe illness/injury of the candidate, a recent traumatic experience, illness at the time of the exam, down to minor ailments. It is worth remembering that the last example (minor ailment) is only worth 1%. The most a candidate is allowed is 5%.

The award of special consideration is at the discretion of the exam board concerned and only applies to the examination affected. Few applications are successful. Mr. Craven can give parents/carers more advice on this if an application is thought to be appropriate.

Access Arrangements

Some candidates (identified by Mrs. Wilkins) are entitled to separate invigilation, 25% extra time and/or the help of a Reader.

Some candidates will take their exams with everyone else and still be entitled to 25% extra time. However, if you need this time **you must ask the invigilator for it**. He/She will know who you are and will not take in your question paper if you need extra time.

Extra time also applies for such candidates in controlled coursework assignment conditions, i.e. a piece of coursework done in class with the teacher under test conditions. Your teacher should know you are entitled to this but it is worth asking for it as a reminder, if you need to. You do not have to use the 25% extra time.

WARNING

All the exam boards have very strict rules and regulations that you must comply with. They make it clear that:

- **Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule excludes any form of communication between candidates during an examination, as well as any other practice that could be seen as an attempt to deceive.**
- **Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE,AS,A2 level exams for a period of up to 5 years.**
- **Your invigilators HAVE to stick to the rules. They HAVE to report to the Exams Officer ANYTHING that they feel is suspicious. The Exams Officer HAS to report this to the exam board concerned. Their decision is final.**

DON'T LET THIS HAPPEN TO YOU

DON'T BE DRAWN INTO ANY INCIDENT YOU WILL LATER REGRET

STICK TO THE RULES IN THIS BOOKLET

DON'T RISK YOUR FUTURE

Some frequently asked questions

If I miss an exam, can I sit it on another day? No. An exam can only be taken on the day/session it is timetabled. Miss it and you get no marks for that part of the exam. The only possible exception to this is MFL orals when we provide a day for “catch-ups”.

If I’m ill, can’t my mum just write a note? No. It has to be from a doctor who must certify that in his/her opinion you were too ill to take the test.

Why do we have outside invigilators and not teachers in the exams? Because teachers no longer have to supervise an exam. Also they are not allowed to look at the paper you are taking until after the exam. The school expects you to treat outside invigilators with respect. They are trained and experienced in what they do. They are also instructed to report any breach of exam regulations to Mr. Craven.

My family wants to know when we can book our summer holiday. From the time you start study leave, although technically still a pupil on roll at Walkden HS, you only need to attend school for your exams (or any extra revision classes put on by your teachers). Your last exam will depend on your own exam subjects, but you can safely say that the last exam will be Science modular on Monday 28th June. If you aim to book for the first week in July, you will be OK.

What are the Coursework deadlines?

Most of the subjects have an element of coursework included in them which has to be completed and then marked and assessed and the marks and work sent to the boards well before the formal exam sessions take place, usually the start of May. Each subject department sets deadlines that allow time for this process and to meet the board deadlines. However, on 24th March 2009, the school is closed for teachers to do coursework moderation.

Students who don’t submit coursework on time will not be allocated a mark for this portion of their assessment and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they may not have completed the minimum 35% of the course.

When do we go on Study Leave? That will depend on the date of the first written exam. The school always tries to make sure that candidates have time at home to revise for their first exam, although this isn’t always possible. MFL orals will take place at the end of April and the first week in May before study leave starts. During study leave you may be asked to come into school for revision classes.

Where will the exams be held? Most of them take place in the Sports Hall or the Dance Studio. MFL listening and some reading tests take place in MFL classrooms as do the orals. The master exam timetable on the Exam Notice Board will say

where the exam takes place. If you have Access Arrangements and need a Reader, smaller rooms such as Rms 15, 16, 17 or 18 are used.

What if my timetable says I have more than one exam at the same time? This is known as a clash. There are strict rules about clashes. Usually, candidates take one paper, have a supervised break, then take the next. Occasionally, there is not enough time to do this and an exam has to be held over to the afternoon or even the next day. You are not allowed to meet anyone who has already taken a paper you are about to take, so your lunch break has to be supervised and you would have to bring something to eat and drink with you as you are not allowed out of the exam room.

If it's an overnight delay, your parents have to sign a declaration that you have not been in contact with anyone who has already taken that paper.

Doesn't this encourage cheating? Exam boards have subtle ways of detecting this. For example, if you were told a difficult question and looked up the answer this could alert the examiner (in that most or all other candidates got it wrong).

I wake up late and realise the exam has started. What do I do? Ring school immediately on 0161 975 8000. If possible, someone will come to collect you. Or get yourself into school. It is usually never too late to start the exam, although the exam board may not accept your paper if you started **over one hour after** the published start. It is better to turn up and do the exam rather than not turn up at all. However, remember that some exams are less than one hour (MFL listening, for example) and if you arrive when the exam has finished you will not be allowed to take the exam. Also, you cannot take in the afternoon an exam that you missed in the morning.

Why do we have to wear uniform? We've left school anyway. Technically, you are still a pupil at Walkden HS until the end of the summer term. You haven't "left"; you're on study leave.

In any case, experience has shown that when candidates can choose to wear what they want to wear this becomes the main focus instead of the exam.

I just can't live without my mobile phone. Can't I just have it with me? My mum likes to contact me to see how I've gone on. The rules are not ours. Mobile phones cause disturbance to other candidates if they ring and can present opportunities for malpractice. We haven't the time or the facilities to collect and then give out mobile phones. You might consider turning off your phone and leaving it in your bag at the back of the exam room, although this is against regulations and if it goes off you will be reported. There are lots of anecdotes of candidates being disqualified just because mum sent a text asking if the exam had gone well or one candidate texting another to say the exam was easy.

TC
24/12/09