

All Hallows Catholic High School

GCSE Examinations Guidance



'Growing Together in the Spirit of Christ's Love'

Individual Candidate Timetable

- This will be distributed in form
- Keep it safe and have it available during your exams
- Take a photo of it on your phone or print it out
- Follow your own personal timetable as it may cover clashes (where 2 exams are timetabled for the same time)
- It may also have an earlier start time for some exams
- Take note of your row & seat number – they will mainly stay the same but will change for MFL Language exams, GCSE PE, and Computer Science

Timetable Clashes

These occur where you are entered for multiple subjects which have their exams on the same day and time - clashes this year are PE and iMedia.

Your personal timetable will indicate if you have a clash and will detail which exam you will sit first and the start time of the following exam.

Arrangements will be made for you to take the subjects one after the other, or later in the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch and a drink as you will not be allowed to use the canteen.

During a clash supervision, you will not be allowed to communicate with anyone and you will not be allowed to use your mobile phone, you will be allowed to revise for your next exam.

Equipment (minimum)

- Clear pencil case
- **BLACK** Biro x 2 (the only colour accepted by the exam boards)
- Pencil
- Eraser - **No Tipp-ex**
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)
- Highlighters



Calculators

- Ensure you bring your calculator for exams which could need them, such as maths, science, technology etc.
- Calculators must not be brought to non-calculator maths exams.
- Calculators must be **without their cases** and pre-programmed formulae.



NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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.

JCQ INFORMATION

JCQ
C.I.C

Information for candidates
Using social media and examinations/assessments



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


We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ INFORMATION



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

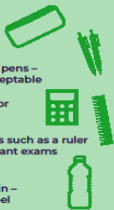
What you cannot take into exams:

- 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.

If you have any questions about the format on the day, 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 2022

Checklist for your Exam day

Information for Candidates regarding how the AB use any data about you!

All available on the school website along with an A-Z Guide to Exams for Students

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
OCEA	https://oceas.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).

SCHOOL WEBSITE

There is lots of information on the school website under

Home \ School \ Information \ GCSE Examinations

including all the relevant JCQ information you need to be aware of.



The screenshot shows the website header for All Hallows Catholic High School. The header is dark purple with the school's crest on the left, which features a shield with a crown, a cross, and three stars. To the right of the crest, the school's name "All Hallows Catholic High School" is displayed in white, with the motto "Growing Together in the Spirit of Christ's Love" underneath. Further right are navigation links: Home, School, Curriculum, News & Events, Parents, and Contact. Social media icons for Twitter and Instagram are also present.

Below the header, a breadcrumb trail reads: [Home](#) / [School](#) / [Information](#) / [GCSE Examinations](#).

The main content area is divided into two columns. On the left is a vertical "Information" menu with the following items: Admissions, Careers, Chaplaincy, Counselling, Feeder Primary Schools, GCSE Examinations, GCSE Results, and GDPR. Each item has a right-pointing chevron icon.

The right column contains the following content:

- ## GCSE Examinations
- ### Summer 2024 Exam Series

See our [Examination Timetable](#) page.
- ### Support Materials

 - [Student Presentation Exams](#)
 - [A-Z Guide of Exams for student](#)
 - [Ofqual Coping with exam pressure](#)
 - [NHS advice re exam stress](#)
- ### JCQ Information for Candidates 2023/2024

 - [Information for candidates Coursework Assessments](#)
 - [Information for candidates NE Assessments](#)
 - [Information for candidates Privacy Notice](#)
 - [Information for candidates Written Examinations](#)

Exam Timings

- Morning exams begin at 09:00
- Afternoon exams begin at 13:30
- The duration of exam papers vary, from 30 minutes to possibly 2hr 30mins
- This could mean that some exams finish later than the end of the normal day, so appropriate arrangements for getting home should be made
- Please turn up to your exam venue 15 minutes prior to the start time of your exam



Seating

- Your individual timetable will show your seat and row number
- Seating plans will be displayed outside each exam room
- A candidate card will be on each exam desk
- Do not deface or destroy the candidate cards
- Once seated, a member of SLT or an invigilator will read the instructions of the exam and will announce when you can start.

Do not write anything on your paper until you are instructed to do so.

It is considered Malpractice if you do



Invigilators

- There to ensure the exams are run according to the regulations
- Please listen to them and follow instructions
- If you need any assistance, then please raise your hand **high** to alert an invigilator
- They are unable to answer any questions relating to the exam paper
- Please treat them with respect



Malpractice

There are severe penalties for malpractice. You could be disqualified from your exams.

Examples of malpractice:

- Possession of a watch, mobile phone or smart enabled device - even if switched off
- Writing/drawing obscene material
- Talking/disrupting others
- Possession of notes
- Writing on hands/skins
- Possession of a Watch

Please check your pockets before you go into every exam

Consequences of Malpractice

- Written warning
- Loss of marks for that paper
- Loss of marks for that subject
- Loss of marks for all exams with the that exam board
- All exams cancelled for all exam boards
- Banned from taking exams for 1-5 years

4,335 penalties were issued to students in 2022, of those 805 students lost their certification, 2075 lost marks and 1455 were issued a warning.

Mobile phone and other communication device offences accounted for 43% of all student penalties.

Unauthorised Items

The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, watches
- Non transparent water bottles/pencil cases
- Gel pens
- Tippex
- Earphones/plugs/airpods
- Food
- Writing on hands/skin
- Labels on water bottles
- Notes of any sort - check your pockets
- Watches



What to do if you are ill on the day of an exam

If you are feeling unwell on the day of your exam, we suggest you come into school and we can assess the situation when you arrive. In most cases, it is better to take the exam if you can.

You **cannot** sit the exam at another time.

If you are ill and unable to attend the exam, it is vital you phone the school first things in the morning and ask to speak to the Exams Officer.

If you do not attend an exam without a valid reason and evidence it is possible that you will not get any marks for the paper you have missed.

If in doubt – phone the school.



If I'm late, can I still sit the exam?

If you think you are going to be late for the start of your exam, please contact the school to inform us.

You must not have access to a mobile phone or internet on your journey into school

On arrival at school, a member of staff will escort you to the exam room.

You **must not** enter the exam room without permission once an exam has started.

Depending on how late you are, the Exam Boards may not accept your script.



Helpful Tips

- Listen and follow instructions.
- Check for correct paper & tier and write your **full legal name**.
- Write **ONLY** when instructed.
- Read the exam paper thoroughly – to the back page.
- Raise your hand for assistance.
- Think! - Do not rush your answers.
- Cross out any incorrect work, but no doodling.
- Use all available time wisely.
- Remain silent at all times.



Additional Advice



- Go to the toilet before your exam - toilet breaks will not be allowed in the first and last 15 minutes of the exam.
- Ensure you have everything you need - it is YOUR responsibility to bring your own equipment
- Make sure you have the equipment you need for each exam - you may need coloured pencils for Technology or Geography, for example.
- You can take in water in transparent bottles ONLY, you must remove all labels from the bottle
- Fire Evacuation Procedure - in the event of a fire alarm, please follow the guidance of the Invigilators, you are still under exam conditions so **REMAIN IN SILENCE**

Finally

good luck

- Try your best, that is the best you can do!
- Exercise and regularly get fresh air
- Eat well during your exams
- Try to get a good night's sleep
- Keep calm, you can do it!
- We are here to help you.

If you have any questions or concerns then please ask.

The Exams Office can be found in the Junior Building and Mrs Nicholson is the Exams Officer.

