



**Kings' School**  
**GCSE Examinations:**  
**A Guide for Pupils and**  
**Parents**  
**2019/20**

# **INSTRUCTIONS TO CANDIDATES**

## **GCSE EXAMINATIONS**

### **Introduction**

This booklet has been designed to provide you and your parents with information and to answer questions that you may have about the examination regulations and procedures.

The Awarding Bodies (or Examination Boards) set down strict criteria that must be followed for the conduct of your forthcoming GCSE exams and we at Kings' School must follow these precisely. Notices to Candidates issued jointly by the Examination Boards are attached 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 some questions once you have read this booklet, please ask either your tutor or subject teacher or come to the Exams Office. The Exams Office is located on the first floor between the Maths and Science Department.

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

Mrs N Harris

Exams Officer

## BEFORE THE EXAMS BEGIN

### Revision & Exam Entries

What will make the biggest difference to a pupils' 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
- Use of show my homework

When are the after-school revision sessions?

- Details will be sent to parents and pupils via school comms

When will the GCSE exams take place?

- Written exams begin on 11<sup>th</sup> May 2020
- Practical exams such as Art, Drama, Photography & Food and Nutrition will take place prior to 11<sup>th</sup> May
- MFL speaking exams will also begin during April 2020

Whose responsibility is it that pupils are entered for the correct exam?

- It is the individual pupils' responsibility
- All details on your individual timetable must be 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 incorrect, or you have two or more exams scheduled at the same time, please go to the Exams Office.

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)

In the event that you lose your exam timetable please see Mrs Harris to obtain another copy.

### **Your Candidate Details**

You will be entered for your exams using 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 are made fully aware of what equipment they require to take into the exam. Only the essential equipment for the exam should be taken into the exam room. Stationery should be carried in a clear pencil case or plastic bag. You must bring your own natural display calculator and clear anything stored on it. Calculator cases must not be taken into the exam room.



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



You must not borrow anything from another candidate during an exam.

### **Food and Drink**

You may take a clear water bottle with the label removed into the exam, it should not be tinted or contain any branding or writing. We do not permit any squashes or other drinks.



No food is allowed in the exam room.

### **Arriving for Your Exam**

Full School Uniform must be worn by all pupils sitting an examination. Please ensure that any coats are placed into your locker or an area that has been advised.

Examinations will begin at 9.00 am and 1.00 pm unless you are notified otherwise.

You are required to arrive 30 minutes prior to the start of the examination and line up outside the Sports Hall where either the Exams Officer or an invigilator will advise you on the order in

which you will enter the exam room. You will be asked to line up in your sets in alphabetical order, but you will be seated in candidate number order.

All pupils who have an access arrangement will line up by C1.

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 invigilator and **MUST NOT** communicate in any way with other candidates. Candidates are required to put their hand up should they require anything.

Any bags, coats or personal belongings, including mobile phones, iPods, smart watches, and 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.



#### 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*.

When walking into the exam room, you will be scanned to ensure all electronic devices have been handed in. It would be a good idea before arriving for your exam to empty your blazer pockets of all rubbish and any other items, such as compact mirrors, ear phones, SD cards/USBs, hand cream, lip balm etc.

#### Seating Plan

A seating plan for the main sports hall will be displayed on the doors to the sports hall foyer area. Please do check this for your seat prior to entering the exam room. Candidates will be seated in rows. Your desk will be marked by your own candidate card which displays your photograph, candidate number and the school's Centre number. (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. It is important that you check that you have the correct exam paper. You **MUST** check the subject, paper and tier of entry. If you are not sure, please put your hand up to check.



#### During the Exam

A Senior 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 the Senior Invigilator advises you 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 Senior Invigilator who will follow the School's Emergency Evacuation procedures. Candidates will be stopped from writing and asked to close their exam booklet. If you are asked to leave the exam room 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 remain under exam conditions. Question papers will be left on the desks.

### **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 been dismissed and you must leave in silence until you are well 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 allowed into the exam room up to 60 minutes after the exam start time. However, this is dependent upon the length of the exam. Any late arrival must be reported to the Examination Board and they reserve the right not to accept a candidate's paper. Late arrivals will 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 Mrs Harris. Please do ring the school if you are late.



### **Absence from Examinations**

Every effort must be made to ensure candidates 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 01962 861161 at the earliest opportunity on the day of the exam. The School is unable to act retrospectively.



You will then be advised of the exam regulations and what arrangements, if any, can be made to take account of the situation. You may be asked to obtain medical evidence.

If a 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 will not be accepted as a satisfactory explanation of absence. Please make sure you check your timetable. If you mislay your timetable, please go to the Exams Office where a copy can be obtained.

### **Contingency Planning**

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, as a last resort the affected examinations will 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 day on 24 June 2020.

**Candidates must remain available until Wednesday 24 June 2020 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 Mrs Harris, the Exams Officer. Arrangements will be put 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 split 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. Therefore, you will need to bring a packed lunch and anything you may wish to read. In the event of a late finishing time, arrangements may need to be made for you to get home by you/your family. On rare occasions there can be exams that clash where overnight supervision might need to be arranged.



### **Access Arrangements**

Candidates who are eligible for extra time and candidates requiring specific arrangements will be informed of the approved arrangements that are in place for them and where the exams will take place prior to the examinations. Candidates will have laptops for exams if it is their normal way of working. The amount of extra time for each exam will be displayed on the board along with the start and finish time of the exam.

## Results

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

Before the examination timetable begins, you will be asked to provide £3 to cover the postage in the event that you are unable to collect your results and certificates.

If you turn up to collect your results you will be given back £1, if you attend Presentation Evening you will be given back £2. Further information will be given about this from your tutor. Results will not be given over the telephone.



You will also receive an invitation to the Presentation Evening where you will receive your certificates. This is generally held in late November after your GCSE exams. Please ensure you complete the survey monkey link from the letter you will receive on Results Day to advise of attendance.

## Things to remember in your exam

If you feel you've forgotten everything, it may be just nerves. Take a few deep breaths to help you stay calm.

Read the instructions – Make sure you know what is required.

Take your time – Read the questions carefully. If you can't 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 scanned when they are marked by exam boards, so it is important that you do not write outside of the lines. You can put your hand up to be given 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 to be marked.

Allow time to check your answers.

Do your best!

## JCQ

At the back of this booklet you will also see some information from JCQ.

The mobile phone poster and Warning to Candidate poster will be displayed inside and outside the exam room.

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





**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates – coursework assessments**

**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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework 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".**

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, pg.29).

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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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 or ideas 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 and 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. 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 pre-prepared on-line solutions — 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 or ideas 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 essay 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**



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**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 these 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. 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 on-line solutions — 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.

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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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 or ideas 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 or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not 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 or seen 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 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**



## **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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### **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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 holds. 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



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

JCQ  
CIC



Image by Patrice Jones

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

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

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

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

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



Image by Ben Wright

### **You should be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### **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-off> information-for-candidates-documents

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates

### For written examinations – effective from 1 September 2019

**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.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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 <b>must</b> 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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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 formulas; 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.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 for rough work.
<b>E</b>	<b>Advice and assistance</b>
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.
<b>F</b>	<b>At the end of the exam</b>
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**

**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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

**Effective from 1 September 2014**

## Planning your work session

- Write out key objectives.
  - Organize information into sensible chunks (remember your short term memory will only hold seven items.)
- 1) Use emotions when learning.
  - 2) Write down the event.
  - 3) Visualize and re-line the event, discuss, draw and map.
  - 4) Keep your learning active. Change the activity.
- Estimate time. Don't try to do too much.
  - Approximately 30-40 minutes at a time is recommended.
  - Allow 5 minute breaks between sessions.



- Allow **overview time** to plan.

- 1) Create interest: find a purpose "This is useful because....."
  - 2) Understand it: It is impossible to learn what you don't understand.
  - 3) Remember the unusual: if something is funny, strange, spooky, bizarre or even crude, it's more memorable!
  - 4) Doodle, highlight, colour, cartoon, underline.
- **review time** to check and understand.

## Problem solving and thinking

- **A**sk - yourself what's required.
- **N**ote - brainstorm memory.
- **S**keleton plan.
- **W**rite it.
- **E**valuate - ask as you go.
- **R**eview - how can I improve.



# Revision



## Full time revision

Routine is vital:

- Make a weekly timetable. Check your monthly calendar.
- Make sure your weekly time table matches it.
- Work in the mornings. Start with a review of Topics from yesterday.

## A suggested timetable

09.30-10.10	topic 1 (+break)
10.15-10.55	topic 2(+break)
11.00-11.40	topic 3
11.40-12.00	break
12.00-12.40	topic 4

## Lunch

13.40-15.40	free/break/friends/exercise etc...
15.40-16.20	Topic 5

**Evening reviews** to capture what you have done and what else you need to do. Teach one of your family or friends what you have learned on the day.

## How can you motivate yourself?

- Look to the future - what sort of life do you want?
- Look for the purpose in your studies.
- Take pride in all your performance.
- Look back at previous success. Remember how you felt.
- Plan your work into a timetable - month - week - day.
- Set smart targets.
- Use a time planner to see the big picture.
- Break your topics down to manageable chunks.
- Set sensible, do-able time limits.
- Find someone to help you understand and learn.
- Avoid comparisons with others
- Give yourself a reward when you've got it right.
- Develop a mental vision of yourself succeeding.



**Remember... using all your senses makes your learning 3 times better**



# Revision

## Finding your MAX



- Repeat, practice and review all learning regularly.
- Get into a pattern, habit or ritual. It eases stress and increases motivation.
- Create a challenge.
- Learn to visualize - see with your 'minds eyes'.
- Return to a topic little and often.
- Plan your time.
- Fit in regular 'reward time' breaks.
- Understand your pressures and how to deal with them.
- Learn creative and lateral thinking.
- Discover positive thinking.
- Listen to non lyrical music.
- Develop your alpha brain and use all your senses.

\* **Believe you can do it.**

## Create a multi-sensory work session

**See it. Hear it. Say it. DO IT!!**

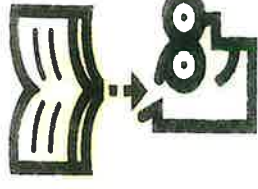
- Rephrase problems so that you understand them - (Language/Audio)
- Analysis plan - (Logical sequences/Visual)
- Draw, illustrate, colour, pattern, shape - (Visual/Kinesthetic)
- Act it, speak it aloud, walk and talk - (Practical/Kinesthetic/Audio)
- Manufacture something - a model - a learning game - (Kinesthetic)
- Put your lists to music or a beat - (Audio)
- Look at DVD's, the internet, a screen - (Visual)
- Relay/teach what you have learnt to someone else - (Audio)



## Improve your reading techniques

Try these tips for better understanding, memory and speed

- 1) You must be committed and willing.
- 2) It always helps to get an overview first.
- 3) Understanding what you read is more important than speed.
- 4) Follow words in groups.
- 5) Use colour transparent plastic sheets (if needed)
- 6) Read in no more than 15minute blocks.
- 7) Make notes.



You don't need to read every word of your resource material. Effective reading is not about speed, it's about understanding.

- Learn to **skim** (let your eyes move fast through the text picking out what is relevant to you.)
- Learn to **scan**. Look for ideas, names, phrases, illustrations, quotes and data.
- Learn to read in detail-**scour!** Use punctuation and guide (ruler/finger)
- To maintain concentration - take 2 minute breaks every 15 minutes.

## Exam Period

The days leading up to the exam period (14-21 days)

- Plan your sessions carefully-always ask "What do I still need to do?"
- Check all equipment-plan your supplies.
- Allow yourself plenty of relaxation time-practice controlling stress. (Find somewhere to exercise)
- Don't revise later than eight pm.
- Talk to others and ask for help if anxious.
- Overview your topic (2-5mins each)
- **Sleep (you need 8 hours)**



*What to do if you feel panic!!*

- Night before**
- Overview your topic.
  - Relax. Don't work late.
  - Don't try to learn new stuff.
  - Look at your mind maps for the subject.
- What to do if you feel panic!!*
- Relaxation techniques do work - stretch, take deep breaths.
  - Don't spend too long trying to remember a point, leave a space or line and come to it later.
  - Keep writing ideas down on rough paper, ask yourself questions - who, why, when, how, what happened, etc.

# Exam Boards



Computer Science  
RS



Child Development  
Health & Social  
Sports Studies



English Language  
English Literature  
Art & Design & Textiles  
Photography  
German  
Psychology  
Music  
Geography  
Drama  
Science  
History  
Food & Nutrition  
Design & Technology  
PE



Media



Spanish  
Maths  
BEE  
French  
Italian

